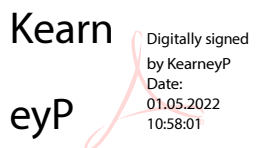


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NAME: PERMITTING WORK ON EQUIPMENT AND WORK UNDER EXCEPTIONAL CONDITIONS			
Manager:		Safety Department	
Date of first effect:		June 1, 2021	
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Prepared by: Responsible department Branislav Hric Head of Safety Department 		Reviewed by: Martin Čech Director of HSE&Q, PVISŘ 	
Approved by: Piotr Robert Kearney Authorized Representative 		No. / Revision / 1 Effective from: 05. 01. 2022	

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1 INTRODUCTION

1.1 Purpose of this directive

This directive comprehensively addresses the issue of permitting work on equipment and work under exceptional conditions at the SPOLANA s.r.o. premises. It defines the scope of work for which a permit is issued, specifies the competences and rules for issuing a "Work Permit" and performing the given activities. It sets out the requirements for ensuring occupational health and safety and fire protection, the handover of the workplace before the start of work, during work interruptions and after the end of work, the responsibilities for managing work and mutual information on risks (for contractors and for SPOLANA s.r.o.) when performing work on the premises of SPOLANA s.r.o.

1.2 Consequences of non-compliance with this directive

Failure to comply with the relevant provisions of this directive is considered, in view of the seriousness of the possible consequences, as a particularly gross breach of an employee's duties under the Labor Code and relevant legal standards (see Chapter 8) and further in the sense of S-4.1.10 "Work Rules" (failure to comply with technological procedures, endangering the health and lives of persons, gross negligence) with all the consequences that this entails!

In the case of external companies, failure to comply with this directive may be grounds for termination of cooperation.

2 SCOPE OF APPLICABILITY AND DISTRIBUTION LIST

This directive is binding for the approval of work on equipment and work under exceptional conditions on the premises of SPOLANA s.r.o.:

- binding for company departments in which activities are performed in accordance with Chapter 3 of this directive
- contractually binding (to a reasonable extent, i.e., the relevant provisions) for external companies/entities whose activities are subject to the issuance of a "Work Permit" (see Chapter 3 of this directive).

This directive is distributed in electronic form:

- to company departments and the external company providing security services to SPOLANA s.r.o. on a contractual basis – in Lotus Notes,
- to external companies operating on the premises of SPOLANA s.r.o. – on the SPOLANA s.r.o. website (at "<http://www.spolana.cz/>") under "Services and premises / Legislation").

3 WORK FOR WHICH A "WORK PERMIT" MUST BE ISSUED

Without a properly completed "Work Permit" and ensuring all necessary conditions with regard to occupational health and safety and fire protection, the work defined in this chapter may not be commenced!

3.1 Work on equipment owned by SPOLANA s.r.o., in particular

- All repairs to equipment and buildings, including repairs carried out as part of maintenance and preparatory work
- Cleaning work (e.g., high-pressure water, sandblasting, etc.); work where there is a risk of damage to health in connection with the risk of endangering the health of employees, whether our own or those of contractors
- All repairs to above-ground and underground technological and energy distribution systems
- Repairs of all technical equipment (gas, electrical, pressure, lifting), including preparatory work
- Blinding and unblinding of containers and pipes of all kinds
- All scaffolding work, i.e., assembly and disassembly of scaffolding structures, including work performed on these structures
- All maintenance of measuring equipment in control rooms and measuring rooms
- All work in areas where hazardous chemicals are present in the working environment or where there is a lack/excess of oxygen (oxygen content must be between 19.5 and 23.5%). The explosion limits and hygiene limits for selected chemicals are listed in Annex 3 to this Directive
- Work with lifting equipment.

For specific conditions for authorization, see Annex 4 to this directive.

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3.2 Work involving entry into facilities owned by SPOLANA s.r.o. or below ground level

All activities in enclosed spaces and containers where hazardous chemicals may be present in the working atmosphere or where there is a lack/excess of oxygen (oxygen content must be between 19.5 and 23.5%), which for the purposes of this directive are considered to be, in particular:

- storage tanks, reservoirs, gas tanks, bulk material reservoirs (silos), distillation columns, washers, boilers, shafts, large-diameter pipes, railway and road tankers, furnaces, etc.
- sumps, pits, tanks, and channels (including energy channels) below ground level
- all excavation and earthworks below ground level.

Note: For the operation, handling, and maintenance of stationary bulk material storage containers, B-3.16.11 "Ensuring work and operational safety for bulk material storage equipment" applies. BI 00-16 (subsequently B-3.16.19) "Excavation work" and BI 00-17 (subsequently B-3.16.20) "Work in hazardous areas" apply to earthworks and excavation work below ground level.

For specific conditions for "Work Permits," see Appendix No. 5; the definition of areas is given in Appendix No. 3 of this directive.

3.3 Work in areas with explosion hazards

In areas with explosion hazards, work may only be carried out in accordance with the explosion protection documentation.

Where specified in the explosion protection documentation, hazardous activities (which may create an explosive atmosphere or cause the initiation of an explosive atmosphere) or activities that may cause an explosion hazard through interaction with another activity) may only be carried out on the basis of a "Work Permit" marked "explosion hazard area "V" (for more details, see Annexes 1, 2, and 6 to this Directive).

3.4 Work with open flames

For work on equipment and in areas with a risk of explosion of combustible dust, gases, and vapors in cases where fire or other sources of ignition will be used during the work (during grinding, vehicle entry, etc.), the "Work Permit" must be extended to include a permit to work with fire – due to its specific nature, the issue of issuing a "Work Permit" is set out in Annex 7 to this Directive. The definition of areas is set out in Annex 3 to this Directive.

3.5 OHS Coordinator

- The coordinator on construction sites is a professionally qualified person with the relevant authorization who fulfills the requirements set by legislation. The obligation to provide an OHS coordinator on a construction site is imposed on building contractors (investors) by the so-called limits specified in Act No. 309/2006 Coll. on ensuring further OHS conditions and in Government Regulation No. 591/2006 Coll. on more detailed minimum OHS requirements on construction sites. These limits represent the following conditions:

Act No. 309/2006 Coll. (as amended):

- The expected duration of construction work is longer than 30 working days. At the same time, more than 20 people will be working on the construction site for more than 1 day.
- All construction projects whose planned volume of work exceeds 500 working days, calculated per worker.

Government Regulation No. 591/2006 Coll. (as amended) – Work involving increased risk:

- Where there is a risk of falling from a height or depth of more than 10 meters.
- When working where there is a higher risk of landslides during excavation work at a depth of more than 5 meters, resulting in a health hazard.
- When handling heavy building components and structures made of metal, concrete, or wood that will remain embedded in the structure.
- When working above or below water or in its vicinity, where there is a higher risk of drowning.
- Working with explosives, which is regulated by a special law.
- When working with hazardous substances or chemical or otherwise toxic substances or preparations.
- When biological agents regulated by a special law may be present at work.
- When working with a source of ionizing radiation.
- When working with technical equipment and in the protection zone of power lines.
- For earthworks, but also drilling, tunneling, and well digging, where pushing and microtunneling occur.
- In the case of work tasks where there is higher air pressure.

To secure an OHS coordinator, please contact the Safety Department.

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3.6 Work on investment construction projects

- The operator is obliged to cooperate with the Investment Department in negotiating the Contract for Work (hereinafter referred to as "SOD") with the contractor to determine the conditions for permitting the work and incorporating them into the prepared SOD (specifying measures for safe work performance at workplaces, time limits for work, handover of workplaces before and after completion of work, personal protective equipment for performing work, specifying work equipment and special tools, etc.).
- Before work commences on the construction site, i.e. during negotiations on the handover of the construction site to the contractor (the handover protocol is drawn up by an authorized employee of the Investment Department), the head of the operator's department shall designate an issuer who, in accordance with the principles set out in this directive, shall issue a "Work Permit" for work in the area of the handed-over construction site. At the same time, the protocol lists the authorized persons of the adjacent district who, in the event of work encroaching on their area, will attach their statement to the "Work Permit." Coordination in obtaining their statements is ensured by an authorized employee of the Investment Department with the participation of a designated person from the contractor in accordance with the issuer's requirements.
- The designated person of the contractor (see the EBA database in Lotus Notes, view "Work Permits") shall collect the completed "Work Permit" from the issuer at a specified time each day and at the same time provide them with the necessary information about the contractor's subsequent activities for the next period so that the issuer can take the necessary measures in advance and prepare the "Work Permit" for the continuous continuation of work without unnecessary downtime.

Note: If at least one of the conditions specified in section 3.5 is met during the implementation of planned projects, the Investment Department is obliged to provide an OHS coordinator on the construction site, starting from the phase of project documentation preparation.

3.7 Work during divestment events

- The "work permit" is issued by the plant/department that is the owner or responsible person for the item in question** (technology, piping, etc.) – in cases where the item is located inside buildings or is part of a production line that is not subject to divestiture.
- The "work permit" is issued by the employee responsible for the divestiture project** – this only involves loading and transport, as the item in question has already been dismantled and prepared.
- The "Work Permit" is issued by an employee authorized for the given divestiture event after prior approval by all participating plants/departments, who must be named in writing as the responsible person** – an event where the assets of multiple plants/departments are being divested. At the beginning of the action, all parties involved agree that the employee authorized for the given divestiture action will issue the Work Permit, unless this is prevented by the full handover of the construction site.
- The "Work Permit" is issued by the contractor** – a designated workplace with restricted access (fenced and accessible only to persons from the given company, the project team on the part of SPOLANA s.r.o. and representatives of the Safety Department). The contractor is responsible for all activities taking place at the site and issues Work Permits to its employees and subcontractors.

Note: If at least one of the conditions specified in section 3.5 is met during the implementation of planned projects, the plant/department manager or the Divestic department is obliged to appoint an OHS coordinator at the construction site from the start of the project documentation preparation phase.

3.8 Green space maintenance work

- Green space maintenance in the Chemopark zone, areas managed by production plants – The "Work Permit" is issued by an authorized plant employee.
- Green space maintenance in the Chemopark zone, areas managed by the Site Management department – the "Work Permit" is issued by an authorized employee of the Site Management department (only on working days, depending on the issuer's working hours).
- Maintenance of green areas in the Commercial Zone – "Work permits" are issued by an authorized employee of the Site Management Department; work may also be carried out outside the issuer's working hours if the following conditions are met:
 - The issuer shall notify the SPOLANA s.r.o. control room of the performance of this work.
 - The exhibitor instructs the work group leader on the obligation to notify the SPOLANA s.r.o. control room of the start and end of work.
 - The exhibitor shall also include this obligation in the "Work Permit," including the telephone numbers for the SPOLANA s.r.o. dispatch center (2555, 2585, from a mobile phone 315 662 555 or 315 662 585).
 - The dispatcher will make an entry in the "Green Space Maintenance" logbook – date, type of activity, location, start time, end time, number of people, name of the responsible team leader, company.

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3.9 Work with lifting equipment

Before starting any work with any lifting equipment, including mobile cranes, an authorized employee of the operation/department will issue a "Work Permit." Without this permit, the specified work cannot be started.

4 WORK FOR WHICH A "WORK PERMIT" IS NOT REQUIRED

4.1 A "Work Permit" does not need to be issued for the following activities:

- Replacement of registration tapes and refills in measuring instruments on the premises of BNV
- Inspection rounds by maintenance workers, electromechanics, and electricians
- Minor maintenance of equipment performed by operators, the procedure and safety measures for which are specified in detail in the work instructions or safety instructions for operators (within the given scope of activities)
- Work where there is a risk of delay (see section 4.2)
- Cleaning of roads (snow removal, gritting, etc.).

4.2 Work where there is a risk of delay

- Work related to averting danger to life and health, work related to averting damage to the environment, and work preventing damage to property. Work may only be carried out under conditions specified in a "Work Permit" (e.g., mandatory use of personal protective equipment, self-contained breathing apparatus, environmental analysis, explosion protection).
- Interventions (including training) by integrated rescue system units and work by company security to secure closures of endangered areas, in the event of dealing with or preventing emergencies as required by the intervention commander (company fire brigade) or dispatch center.

5 COMPETENCE TO ISSUE AND ACCEPT "WORK PERMITS"

Persons other than those specified below are not authorized to issue or accept permits!

Only employees designated by the head of the operator's department - issuers (usually foremen) - may issue "Work Permits." Departments (operators) must have an up-to-date list of employees who are authorized to issue "Work Permits."

The obligation of external companies (contractors) to provide SPOLANA s.r.o. (before commencing work) with a list of persons authorized to receive "Work Permits" is specified in S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o."; Compliance with S-4.1.5 (together with other regulations listed on the SPOLANA s.r.o. website) is enshrined in the General Terms and Conditions, which form part of the contractual relationship concluded with the external company/entity.

Only persons authorized by the contractor's manager and listed in the EBA database may accept a "work permit."

- Employees of external companies/entities authorized to accept "Work Permits" must be demonstrably familiar with this directive; the LRMA form (see section 6.3) is also used to familiarize employees with the workplace and work permits.
- The manager of the external company/entity is responsible for ensuring that their employees and subcontractors are trained in these regulations (availability of this guideline: "<http://www.spolana.cz/> - Services and premises/Legislation").
- An authorized list of employees of external companies/entities who are authorized by the manager of the external company/entity to accept the "Work Permit" for this company/entity is part of the "Application for Initial Training and Issuance of an Identification Card," which also serves as proof of training of these employees in the above-mentioned regulations – see S-4.1.5 (availability of the "Application": "<http://www.spolana.cz/> - Services and premises/Forms and information for download").
- In the event of a request to change the persons authorized to accept the "Work Permit," the head of the external company/entity shall submit it to the authorized employee of the company's security service providing initial training at SPOLANA s.r.o. "Application" with a statement confirming that authorized employees have been trained in the above regulations.
- A list of employees of external companies authorized to receive a "Work Permit" is available at SPOLANA s.r.o. in Lotus Notes in the EBA database, view "Work Permit" (provided by the Safety Department after the documents have been handed over by the lessor/operator).

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6 PRINCIPLES FOR AUTHORIZING WORK ON EQUIPMENT AND WORK UNDER EXCEPTIONAL CONDITIONS

6.1 Issuing a "Work Permit"

For work defined in Chapter 3 of this directive, an authorized employee of the operator (issuer) issues a "Work Permit" (see Appendix 1 to this directive for a sample "Work Permit"). In standard cases, the "Work Permit" is issued on the basis of a request from the client (i.e., an authorized employee of the Centralized Maintenance Department, or, in the case of investment construction work, an authorized employee of the Investment Department, in the case of divestiture, an authorized employee of the relevant plant/department) and hands over the "Work Permit" to an employee of an external company/entity authorized to accept the "Work Permit" (see the EBA database in Lotus Notes, view "Work Permits").

The methodology for completing the "Work Permit" form is set out in Annex 2 to this Directive. Annexes: No. 1 Work Permit form, No. 2 Methodology for completing the Work Permit form.

In the case of work on high-voltage electrical equipment, "Order B" (see ČSN EN 50110-1, ed.3) and S-3.16.1 "Work on electrical equipment and its operation" are part of the "Work Permit."

By issuing a "Work Permit," the issuer:

- determines when, by whom, and under what conditions the specified activities will be performed
- confirms that the equipment, including the adjacent circuit and surroundings, has been brought to a condition that guarantees safe performance of the work for which the "Work Permit" was issued, provided that the conditions specified in the "Work Permit" are met the "Work Permit" was issued
- confirms that any other necessary measures have been taken in accordance with this directive
- informs about the risks posed by the operator.

For work involving an exceptional degree of danger due to the nature of the workplace where the work is performed and where the requirements of this directive cannot be met, the issuance of a "Work Permit" is based on the decision of the relevant commission (see Annex No. 2 to this directive).

If other company and generally binding regulations apply to the performance of work (e.g., for work in gas fields, sewers, welding regulations, etc.), their validity is not affected by this directive.

6.2 Validity of the "Work Permit," extension of the "Work Permit"

The exhibitor is obliged to indicate the period of validity (date, time) of the "Work Permit" on the "Work Permit" according to the nature of the work activities; this "Work Permit" may be extended by the exhibitor.

The maximum period of validity of the "Work Permit" is limited by the issuer's presence on shift. The issuer may not issue a "Work Permit" beyond this limit (with the exception specified below)!

In cases where work on a given piece of equipment exceeds the shift change, lasts for several days, and is performed intermittently, the validity of the issued "Work Permit" may be extended.

Each extension of the validity of the "Work Permit" must be confirmed on this form (both the original and copies) by the "new" issuer/applicant (authorized employee taking over the shift) and the authorized employee of the contractor, or possibly also the authorized employee of the adjacent district, after the original issuer has informed them of the continuation of the work and handed over the relevant "Work Permit."

The issuer/applicant may extend the validity of the "Work Permit" only if there have been no changes in the definition of other competences or the specified conditions. The validity of the "Work Permit" may last until the last day of the given month at the latest (the "Work Permit" cannot be extended into the new month).

If there are changes to the conditions, a new "Work Permit" must be issued.

6.3 Form LRMA – Last-minute risk assessment

The contractor shall fill in a form on site at the exhibitor's premises, confirming that they are familiar with the risks at the workplace. This form shall remain with the exhibitor together with the relevant "Work Permit" at the workplace. The form is included in Annex 8 to this Directive.

6.4 Commencement of work

The work specified may not be commenced or performed without a "Work Permit." The "Work Permit" must be kept at the workplace by the work group leader or another authorized employee of the contractor for the entire duration of the work. The work group leader (authorized employee) is obliged to:

- personally take over the workplace from the authorized employee of the operation/department on site
- The contractor is obliged to fill in the LRMA form.

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6.5 Completion of work

The work group leader (authorized employee) is required to:

- report the completion of work to the issuer/applicant, even if the work is completed on the same day but will be continued on subsequent days
- personally and on site hand over the repaired equipment, including careful cleaning of the workplace, to the operator's authorized employee
- after handing over the work, have the completion of the work confirmed in their copy of the "Work Permit"

The issuer/applicant confirms the completion of the work with their signature in section 11 of the "Work Permit" on all issued copies, except for the copy for the HZSP Unit.

6.6 Records of "Work Permits"

One copy of the "Work Permit" must be available to the authorized representative of the contractor's team so that it can always be presented to the relevant inspection authorities and the Safety Department.

The second copy must be available at the workplace of the issuer so that it is clear which work is currently being carried out under the "Work Permit." In the event of assistance from the HZSP Unit (see section 7.4 and Annex 7 of this directive), another copy shall be taken by an employee of the HZSP Unit.

In each department where "Work Permits" are issued, an authorized employee of the issuer keeps a record of the "Work Permits" issued. The record must be kept in the department's "Record Book" (an A4-format notebook with numbered pages) with the following information:

Work Permit registration number (serial number within the calendar year)	Date of issue	Equipment - defect	Intended for (manufacturer)	Name of the contractor's authorized representative	Note	Expiration date	Signature of issuer /recipient
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Number of logbooks:

- welding and other fire-hazardous activities
- maintenance work
- M+R + Electrical.

At the same time as the "Work Permit," any documentation and decisions of the commission within the meaning of point 2 of Annex No. 2 to this directive shall be recorded.

6.7 Storage

The "Work Permit" and "Record Book" shall be stored for one year after completion of the work. In the event of an emergency during the performance of work (e.g., accident, fire, explosion, or breakdown), both shall be stored for 5 years at the issuer's workplace.

7 OBLIGATIONS TO ENSURE SAFE WORK

7.1 Obligations of the client

- Request written information from the department purchasing the service (provided on a contractual basis by ORLEN Unipetrol RPA s.r.o.) about the risks of the contractor's activities and the measures recommended by the contractor; forward this information to the Safety Department (to update the EBA database). Directive S-4.1.5 "Obligations of external entities on the premises of SPOLANA s.r.o." stipulates the obligation of an external company/entity (contractor) to send the lessor/operator (before commencing work) a risk assessment and the measures taken to reduce the possible threat to life, health, and the environment in connection with the activities to be performed. operator (before commencing work) a risk assessment and the measures taken to limit possible threats to life, health, and the environment in connection with the activities they will perform on the premises of SPOLANA s.r.o. (brought onto the premises of SPOLANA s.r.o.) in electronic (or written) form. Compliance with S-4.1.5 (together with other regulations listed on the SPOLANA s.r.o. website) is enshrined in the General Terms and Conditions, which form part of the contractual relationship concluded with an external company/entity.
- Obtain from the contractor a list of the contractor's employees who will be involved in the work according to the SOD, and hand over this list and the persons specified therein to the operator for demonstrable training at the workplace according to S-3.8.9 and S-4.1.5 (risks, safety instructions).
- Obtain from the contractor a list of the contractor's employees authorized to receive a "Work Permit" and ensure that this list is handed over to the authorized employee of the company's security service, who will forward it to the Security Department (to update the EBA database).

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- Inform the issuer of the "Work Permit" about the arrival of external workers to perform activities in the relevant department.
- Determine the procedure for activities and perform follow-up checks.
- Always ensure coordination of activities if several contractors are working at one workplace on the basis of a "Work Permit."
- Ensure (in cooperation with the exhibitor) that the activities carried out do not endanger other persons moving in the vicinity of the work site.
- If necessary, confirm the connection to the company's utility networks in the "Work Permit" for the utility (water, air, technical gases, steam, electricity, etc.) specified by the issuer (whether the connection complies with the SOD).
- Ensure that the conditions (including the use of PPE) under which the "Work Permit" was issued are monitored for the duration of its validity.
- Check that the contractor's work is performed by the workers listed in the issued "Work Permit" and that they are properly familiar with the prescribed safety regulations of the workplace where they perform their work.

7.2 Obligations of the issuer of the "Work Permit"

- **Notify the Safety Department before commencing any work for which a "Work Permit" has been issued to enter the facility, below ground level, or work at heights (see section 3.2 of this directive) by calling 3166, 2211, 6284, or by emailing the Safety Department staff.**
- Ensure and determine such conditions for the performance of work that do not endanger the health and lives of persons performing such work or cause other damage; the exhibitor is responsible for ensuring occupational health and safety and fire protection to the extent specified in the "Work Permit."
- Inform the contractor's foreman about the risks at the workplace and alert him to other possible risks arising from the immediate conditions at the workplace (e.g., frost, wetness, wind, movement of construction machinery, work activities of other persons, etc.). the risks arising from the nature of the production equipment, which cannot be completely eliminated even after performing the tasks specified in the "Work Permit", the risks arising from the nature of the area in which the activity will be performed (area with explosion hazard, hazardous area in terms of increased risk to health at work) and to specify these risks in the "Work Permit" (or in its annex).
- In cooperation with other persons who co-sign the "Work Permit," determine (taking into account the above-mentioned risks and current operating conditions) appropriate technical and organizational measures for the safe performance of work, and include them in the "Work Permit."
- If necessary, connect to the company's media distribution system (if the client confirms that this is in accordance with the SOD) and specify the medium (water, air, technical gases, steam, electricity, etc.) and the connection point in the "Work Permit".
- Any work on the railway siding and its profile must be reported to the siding dispatch department (ORLEN Unipetrol Doprava s.r.o., Spolanská tel. line 2240, 3572) before commencement, and this must be stated in the "Work Permit" and the track closure number must be written down.
- Ensure that the conditions (including the use of PPE) under which the "Work Permit" was issued are monitored for the duration of its validity.
- After completion of the work, request the authorized representative of the contractor's work group to submit their copy of the "Work Permit" and terminate its validity by making an entry on all copies of the "Work Permit".
- Immediately request the submission of the issued "Work Permit" and terminate its validity in writing by making an entry on all copies if, before or during the work, there are changes in conditions that would make it impossible to comply with fire and safety measures. Do so on the basis of your own findings or those of other persons.
- Inform the responsible persons in the adjacent area about the performance of work that may affect activities in the adjacent area as necessary; this person also signs the "Work Permit" and is obliged to inform other persons in this adjacent area as necessary.
- If necessary, ensure that warning signs and barriers are placed at the workplace.
- When selecting access and escape routes, using scaffolding, and selecting all other measures, the exhibitor and the contractor's manager must take into account the elimination of any residual risk, the possibility of rescue work, firefighting, etc.
- If necessary, request fire assistance from the HZSP Operations Center.
- **Ensure that the tasks specified in the "Work Permit" for which they are responsible are carried out and personally verify that they have been carried out properly.**
- Keep records of issued "Work Permits" in the "Record Book" in accordance with Section 6.6 of this Directive, including information on their termination.
- If the issuer is also the client, they shall also perform the activities specified in section 7.1 of this directive.

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Note: If the issuer is not also the client, they shall receive information about the risks of the work performed by the contractor (necessary for determining the measures in the Work Permit) as the operator or lessor within the meaning of Directive S-4.1.5
"Obligations of external entities on the premises of SPOLANA s.r.o.".

7.3 Obligations of the contractor's manager

- Demonstrably familiarize all members of the work group with the work task and the entire work procedure, including risk assessment, safety provisions, and the use of personal protective equipment (or through a person authorized by him). **All workers involved in the performance of the work task must be listed in writing and must confirm their familiarization by signing section 11, "Work Permit."**
- Inform the work group of their obligation to interrupt work if they discover circumstances that threaten occupational safety or fire safety, or if, for objective or other reasons, they are unable to perform the work under the conditions specified in the "Work Permit," and of their obligation to immediately report this fact to him and to the issuer.
- Demonstrably inform the work group of important telephone numbers (fire department, emergency services, dispatch) and the location of the nearest telephone.
- Ensure (e.g., through an authorized person) that work is interrupted when chemical alarms are sounded.
- Concentrate the necessary first aid equipment in an accessible and nearby location and inform his subordinates about it, unless he agrees with the issuer to use first aid equipment owned by SPOLANA s.r.o.; the issuer shall indicate this fact in a note in the "Work Permit".
- The contractor's representative shall be named in section 11 of the "Work Permit" as the team leader and shall provide their contact telephone number.

The contractor's manager is responsible for ensuring that the contractor's workers performing the work:

- They were trained by the contractor from S-4.1.5, S-4.1.7, and this S-3.11.5.
- They were trained by the operator at the relevant workplace (familiarized with the risks and BI of the workplace) – see section 7.1 of this directive.
- They were equipped with and use PPE according to the type of activity performed.
- They do not perform any manipulation on the equipment that is contrary to the conditions specified in the "Work Permit," the conditions specified by the contractor, or that would otherwise jeopardize the principles of occupational safety and fire protection.
- They do not perform any manipulation on equipment that is not specified in the "Work Permit," and unless expressly stated in the "Work Permit," they must not connect to the company's media distribution systems (water, air, technical gases, steam, electricity, etc.). For connection to utilities, see sections 7.1 and 7.2 of this directive.
- During storms, work on/in metal equipment shall be interrupted if it is located outside enclosed and roofed structures.
- **Immediately after installation, remove waste** (sheet metal, pipe scraps, cables, etc.) immediately after installation, both during the performance of activities and implementation (so that the safe movement of all workers is ensured at the workplace and no accidents can occur due to improper workplace layout), **as well as completely clean the workplace no later than when the equipment is returned to operation; For waste disposal obligations, see S-4.1.5.**
- **They shall hand over the equipment to the operator after repair and at the same time return their copy of the "Work Permit" to the issuer.**

7.4 Obligations of the HZSP Unit Commander

Fire assistance

At the request of the issuer, the shift commander shall arrange for fire assistance and determine its scope. Fire assistance shall be governed by the instructions of the shift commander or an employee authorized by him, taking into account the provisions that are an integral part of the "Work Permit" and any additional comments from the issuer or the contractor's authorized representative.

Fire supervision after welding

Based on the exhibitor's request, the HZSP Unit will provide fire supervision after welding **only upon prior agreement at least 1 day in advance** and **only** in the case of work in an operation/unit with an eight-hour working day.

Requests for fire assistance should be reported to the HZSP Operations Center, line 2150.

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8 RELATED DOCUMENTS

Act No. 262/2006 Coll. Labor Code, as amended
Act No. 309/2006 Coll. regulating further requirements for occupational health and safety in labor relations and ensuring occupational health and safety in activities or the provision of services outside labor relations (Act on Ensuring Further Conditions for Occupational Health and Safety), as amended
Act No. 133/1985 Coll. on fire protection, as amended Decree No. 246/2001 Coll. on fire prevention, as amended
Decree No. 48/1982 Coll., laying down basic requirements for ensuring the safety of technical equipment, as amended
Decree No. 87/2000 Coll., laying down fire safety conditions for welding and heating resins in melting vessels
Government Regulation No. 591/2006 Coll. on more detailed minimum requirements for occupational health and safety at construction sites, as amended
Government Regulation No. 361/2007 Coll. laying down conditions for occupational health and safety, 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
Government Regulation No. 378/2001 Coll. laying down detailed requirements for the safe operation and use of machinery, technical equipment, instruments, and tools
Government Regulation No. 406/2004 Coll. on detailed requirements for ensuring occupational health and safety in environments with a risk of explosion

ČSN EN ISO 11611 Protective clothing for use in welding and related processes
ČSN EN 50110-1, ed.3 Operation and work on electrical equipment – Part 1: General requirements ČSN 13 0108 Pipelines. Operation and maintenance of pipelines. Technical regulations
ČSN 13 1370 Flanged pipe connections – Oval blind flanges PN 6 ČSN 13 1371
Pipe flange connections – Oval blind flanges PN 16 ČSN 69 0012
Stable pressure vessels. Operational requirements
ČSN 050610 Welding. Safety provisions for flame welding and cutting of metals

S-3.8.9 Training
S-3.12.1 Records
S-3.16.1 Work on electrical equipment and its operation S-3.17.8
Fire protection

S-3.22.2 Waste management
S-4.1.5 Obligations of external entities on the premises of SPOLANA
s.r.o. S-4.1.7 Pass regulations
S-4.1.10 Work regulations

ORLEN Unipetrol Group Directive No. 501 Purchasing
ORLEN Unipetrol Group Directive No. 027 Investment Project Management + Decision No. 2020/02 Exceptions to Directive 027 for the management of investment projects SPOLANA s.r.o.

B-3.16.11 Ensuring work and operational safety at bulk material storage facilities B-3.16.16 Work at heights
at heights
B-3.16.18 Working at heights – Use of temporary structures (scaffolding) BI 00-16
(subsequently B-3.16.19) Excavation work
BI 00-17 (subsequently B-3.16.20) Work in hazardous areas
BI-00-06 (subsequently B-3.16.13) Principles for the use of self-contained breathing apparatus

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9 RECORD

"Work permit", "Order V"

Chapters 3 to 7; see Appendix 1 for the form template, see Appendices 4 to 7 for the conditions

Storage:

- Stored at the operator's premises for 1 year, or for 5 years in the event of a fire, explosion, technical equipment failure, or operational accident. The issuer is responsible for storage.
- Stored in the Safety Department for 5 years in the event of an accident occurring during an activity carried out in accordance with "Work Permit" (this copy shall be handed over to the issuer).
- In the event of assistance from the HZSP Unit (see section 7.4 and Annex 2 of this directive), stored with the authorized employee of the HZSP Unit for a period of 1 year.

Book "Green Space Maintenance" - Chapter 3, Section 3.8

Stored at the SPOLANA s.r.o. dispatch center in permanent electronic form. The commander of the HZSP unit is responsible for storage.

LRMA form (Last Minute Risk Assessment) - Chapter 6, Section 6.3 Stored in the same way as the "Work Permit".

Record book - Chapter 6, Section 6.6

Stored in the operator's department for 1 year from the date of the last entry (completion of the entire book). The head of the operator's department is responsible for storage.

Record of familiarization with this directive - Chapter 11, Section 11.1 Storage see S-3.8.9.

Documentation and Decision of the Commission for Work with an Extraordinary Degree of Danger - Appendix No. 2 Stored in the same way as "Work Permit".

Electrical distribution station operating log - see S-3.16.1

Storage see S-3.16.1.

After the deadline for storing documents has expired, records at the workplace – further handling of records is dealt with in accordance with S-3.12.1.

10 INTERPRETATION OF TERMS AND ABBREVIATIONS

The interpretation of common (frequently used) terms and abbreviations used in this directive and not listed below is part of the "Company Legislation" database in Lotus Notes.

external companies/entities – legal entities or natural persons operating on the premises of SPOLANA s.r.o. on a contractual basis (performing work for SPOLANA s.r.o. or on lease)

exceptional conditions - working conditions in which, despite the use of all safety measures, there is an increased risk of injury (specified further in the text)

"Work permit" - a permit 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

operator - for the purposes of this directive, the unit for which work on equipment or work under exceptional conditions is ordered

adjacent area - a unit or part of a unit located in the immediate vicinity of the place where work is being carried out in accordance with "Work Permit" and which may be endangered by this work, or which may endanger the course of this work by its activities

Issuer - for the purposes of this directive, an authorized employee of the operator's department who is authorized to issue "Work permit"

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Contracting authority - authorized employee of SPOLANA s.r.o. responsible for the technical specification of the request for the purchase of services (so-called technical representative) = in the case of work:

- = for plants – authorized employee of the Centralized Maintenance Department,
- = for the Site Management department – authorized employee of the Facility Management department,
- = for investment construction – authorized employee of the Investment Department
- = for other company departments – employee authorized by the head of the department.

contractor - for the purposes of this directive, a company department or external company/entity performing work ordered for the operator

BI - safety instructions
BNV - no explosion hazard
Occupational health and safety - occupational health and safety
HZSP - SPOLANA s.r.o. fire brigade
IDP - self-contained breathing apparatus
LRMA - Last-minute risk assessment
OIP - Regional Labor Inspectorate
PPE - Personal protective equipment
PHP - Fire and accident prevention
PO - fire protection
SOD - contract for work

11 FINAL PROVISIONS – FAMILIARIZATION WITH THIS GUIDELINE

- Heads of company departments whose activities are covered by this guideline must demonstrably familiarize their subordinate employees with this guideline (see S-3.8.9).
- Managers of external companies/entities that perform the work defined in Chapter 3 of this guideline are required to train employees designated to receive "Work Permits" for work in accordance with this guideline. This obligation is defined in S-4.1.5.

12 LIST OF APPENDICES

Appendix No. 1 - "Permit" form (the original is a double-sided document) - template stored at W:\OI_FORMS\EXCEL\POVOLENI_KP.xlsx
Appendix No. 2 - Methodology for completing the "Work Permit" form, work with an exceptional degree of danger
Appendix No. 3 - Explosive limits and hygiene limits of substances in the air
Appendix No. 4 - Conditions for permitting work on equipment
Appendix No. 5 - Conditions for permitting entry into equipment or below ground level
Appendix No. 6 - Conditions for permitting work in areas with a risk of explosion
Appendix No. 7 - Conditions for working with open flames
Appendix No. 8 - LRMA form

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