

United Energy, a.s. Most-Komořany Teplárenská 2 434 03 Most 3	<b>Order No 4/2010 of the Director General</b>	Date of issue:  <b>01/05/2010</b>
Processed by: Jan Dyr Safety Department Tel.: 476 447 450	<b>Machine Work Safety Order</b>	Issued by:  <b>Ing. Petr Jeník CEO</b>
Number of annexes: 2 Distribution list:2	Replaces: Order No 4/2004 of the Director General Directive No. 2/2004 of the Director of the Energo Division	Validity:  <b>15/05/2010</b>

In order to ensure health and safety during activities on technical equipment owned by United Energy, a.s., with its registered office at Most-Komořany, Teplárenská 2, Postcode 434 03 Most 3 (hereinafter referred to as the "Employer")

## **I order**

that in order to demonstrably secure the listed technical equipment of the Employer for the performance of the listed activities on them and documentation of actions performed before and after the commencement of such activities, **written machine safety orders are issued** in accordance with the principles set out in this Order.

### **Article 1 Interpretation of Basic Terms**

#### **Machine BS Order**

A set of documentary evidence documenting in time and substance the actions carried out on the *listed equipment* with the aim of creating the best practicable conditions for the safe performance of the *listed activities* (hereinafter referred to as "safeguarding"), taking into account the actual condition of the listed and other equipment, the facts and circumstances which may affect or be affected by the performance of the listed activities (hereinafter referred to as "Machine BS Order"). The machine BS-order is issued by *authorized employees* on the basis of a *work order*.

#### **Work Order:**

The approved document on the basis of which the *listed activities* are carried out at the *specified facility*. The work order shall be issued by the employees whose professional scope of work includes:

- responsibility for the operation and maintenance of *the listed equipment* and/or
- direct control of the operation and maintenance of *listed equipment* and/or
- responsibility for the technical condition and maintenance of *the equipment listed*.

#### **Listed Activities:**

Work order activities for the performance of which the *listed equipment* must be demonstrably secured by a machine BS-order (hereinafter referred to as "activities"). The activities are defined in Article 2 of this Order.

#### **Listed Equipment:**

Equipment that must be demonstrably safe for the performance of activities by a machine BS-order (hereinafter referred to as "equipment"). The equipment is defined in Article 3 of this Order.

#### **Authorized Employee:**

An employee of the Employer whose professional scope of work includes:

- responsibility for the operation and maintenance of the equipment and/or
- direct control of the operation and maintenance of equipment and/or
- responsibility for the technical condition and maintenance of the equipment and which is, in particular, exclusively entitled to:
  - issue a machine BS-order,
  - determine how to secure the equipment,
  - to hand over the secured system for the performance of activities,
  - to take over the equipment after the completion of the activities.

### **Work Supervisor:**

A designated employee of the Employer or Contractor of the activity who is, in particular:

- authorized to take over the system secured on the basis of a machine BS-order to perform activities,
- responsible for familiarizing the members of the working group, who will be carrying out the activities, with the way in which the equipment is secured, the principles of health and safety in carrying out the activities and the possible risks to the equipment or arising from the operation of the surrounding equipment,
- hand over the equipment after the completion of the activities.

The Contractor shall provide the Employer with a list of names of the persons it designates as Work Supervisor well in advance of the commencement of the activities.

### **Article 2 Listed Activities**

A machine BS-order must be issued:

2.1 For all activities on equipment that are in the nature of extended overhauls, overhauls, intermediate repairs, routine repairs, refurbishments, warranty repairs and preventive and incidental maintenance tasks.

2.2 For activities concerning the elimination of extraordinary events on the equipment, which do not have the character of activities according to paragraph 2.1, but the securing of the equipment is necessary for their safe execution. The need to issue a machine BS-order for these activities shall be decided by the competent authorised officer after consideration of the relevant circumstances.

2.3 For activities in areas shared with the equipment, where the risks arising from the operation of the installation make it necessary for the safe execution of activities in the shared areas. The need to issue a machine BS-order for these activities shall be decided by the competent authorised officer after consideration of the relevant circumstances.

2.4 A machine BS-order does not need to be issued:

- a) for activities on equipment that are of a service nature,
- b) for activities on equipment that has not been put into operation,
- c) for repetitive potentially hazardous activities that are inseparable from the operation of the equipment, only if a safe working technological procedure is developed for them, the employees performing these repetitive activities are demonstrably familiar with the procedure and their knowledge is demonstrably verified at least once every 3 years,
- d) when saving human lives.

### **Article 3 Designated Equipment**

3.1 A machine BS-order shall be issued for operations on the following equipment:

- a) stable bulk storage facilities,
- b) equipment for the continuous transport of cargo,
- c) equipment for lifting loads and personnel,
- d) equipment for lifting suspended loads,
- e) enclosed hazardous spaces of the nature of closed vessels (e. g. boiler drums, oil tanks, water tanks, chemical and preparation tanks, air tanks, expanders, cooling line pipes, etc.)
- f) enclosed hazardous spaces of the nature of enclosed buildings where there is a risk of contamination with harmful substances or gases (benzene vapours, explosive gas, residues of aggressive chemical substances, increased concentration of smoke gases, etc.), such as boiler interiors, steam, hot water and condensate pipe sumps, manholes, collectors, etc.
- g) Pipes and valves with an operating medium temperature greater than 50 °C and a simultaneous operating medium pressure greater than 0,05 MPa or with an operating medium temperature less than 50 °C and a simultaneous operating medium pressure greater than 1 MPa, if they were in service prior to the commencement of the activities or are otherwise connected in the piping system during operation,
- h) smoke flues,
- i) powered rotating machinery which is not mechanically disconnected from its drive.

### **Article 4 Handling of Machine BS-Orders**

4.1 The principles for carrying out the correct factual and time documentation in the machinery BS-order forms are set out in Annex 2 to this Order. The accuracy of the documentation is the responsibility of the designated staff members who make the records.

4.2 The machine BS-order shall be kept accessible and undamaged for at least 1 year by the employee responsible for the operation and maintenance of the equipment after the completion of activities on the equipment.

4.3 Adequate stock of the Employer's BS order forms is maintained by the safety department. Authorized staff is responsible for providing authorised staff with the machine BS order forms.

## **Article 5 Final Provisions**

5.1 I require executives to demonstrably familiarize with this Order all employees who secure, control or perform actions and activities on the equipment in accordance with this Order.

5.2 I require the employees responsible for the supervision of the activities of the contractors to make the relevant contractor representatives identified in the commercial contract aware of this Order.

5.3 I entrust the Security Director with the control of compliance with the provisions of this Order.

5.4 Annexes:

Annex 1 Machine BS-Order Form Template

Annex 2 Principles for the Correct Documentation of Subject Matter and Timing in machine BS-order forms

**Ing. Petr Jeník m. p. General Director**

**Annex 1** Machine BS-order forms template

United Energy, a.s.

Most-Komořany, Teplárenská 2, Postcode 434 03

**BS-Order book No.:** .....

**Machine BS-Order No.** .....

**1/ Requirement to provide equipment:** .....

For work: .....

Work Order No.: .....

To carry out the work, the equipment must be secured on: ..... from .....

**2/ Method of securing equipment**

**a) Machinery:** .....

The method of machine securing has determined: ..... **Annex 1 YES - NO**

	name	signature	date/time
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The system was locked by: .....

	name	signature	date/time
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The method of securing was confirmed by: .....

	name	signature	date/time
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**b) Equipment related to another department:** ..... **Annex 1 YES - NO**

The method of securing the related part was set out by: .....

	name	signature	date/time
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The system was locked by: .....

	name	signature	date/time
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The method of securing was confirmed by: .....

	name	signature	date/time
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**c) Electrical part:** ..... **Annex 1 YES - NO**

The method of securing the electric part was set out by: .....

	name	signature	date/time
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The system was locked by: .....

	name	signature	date/time
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The method of securing was confirmed by: .....

	name	signature	date/time
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**d) MaR part:** ..... **Annex 1 YES - NO**

The method of securing the MaR was set out by: .....

	name	signature	date/time
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The system was locked by: .....

	name	signature	date/time
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The method of securing was confirmed by: .....

	name	signature	date/time
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**e) The locked equipment was handed over for repair by:** .....

	name	signature	date/time
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**3/ The locked equipment was taken over and the method of securing was verified by the Work Supervisor:** .....

	name	signature	date/time
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The names and signatures of the members of the working group familiarized with the safety of work and the provision of equipment are given in **Annex 2**

**4/ The work was completed and the equipment was handed over by:** .....

	name	signature	date/time
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After the work was completed, the equipment was taken over by: .....

	name	signature	date/time
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**5/ The machine part was unlocked by:** .....

	name	signature	date/time
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The related equipment was unlocked by: .....

	name	signature	date/time
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The electrical part was unlocked by: .....

	name	signature	date/time
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The MaR part was unlocked by: .....

	name	signature	date/time
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**The equipment is permanently activated and considered to be in operation as of:** ..... o'clock:

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**The complete activation of the  
equipment was confirmed by:**

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name

signature

date/time

**PARTIAL TESTS OF THE SYSTEM**

**I. For a partial test of the system:**

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The work was completed and submitted for partial tests by:	name	signature	date/time
<b>Activation of the system:</b>			
The machinery was unlocked by:	name	signature	date/time
The related system was unlocked by:	name	signature	date/time
The electrical part was unlocked by:	name	signature	date/time
The MaR part was unlocked by:	name	signature	date/time
<b>Relocking of the system:</b>			
The machinery was locked by:	name	signature	date/time
The related system was locked by:	name	signature	date/time
The electrical part was locked by:	name	signature	date/time
The MaR part was locked by:	name	signature	date/time
The locked system was taken over and inspected by:	name	signature	date/time

**II. For a partial test of the system:**

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The work was completed and submitted for partial tests by:	name	signature	date/time
<b>Activation of the system:</b>			
The machinery was unlocked by:	name	signature	date/time
The related system was unlocked by:	name	signature	date/time
The electrical part was unlocked by:	name	signature	date/time
The MaR part was unlocked by:	name	signature	date/time
<b>Relocking of the system:</b>			
The machinery was locked by:	name	signature	date/time
The related system was locked by:	name	signature	date/time
The electrical part was locked by:	name	signature	date/time
The MaR part was locked by:	name	signature	date/time
The locked system was taken over and inspected by:	name	signature	date/time

**Annex 1 to the Machinery BS-Order No. ....**

**1/ Method of securing equipment**

a) Machinery:

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The method of machine securing has determined: 

name	signature	date/time
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The system was locked by: 

name	signature	date/time
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b) Related system with another department:

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The system was locked by: 

name	signature	date/time
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c) Electrical part:

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The system was locked by: 

name	signature	date/time
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d) MaR part:

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The system was locked by: 

name	signature	date/time
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**2/ Replacement of the Work Supervisor**

a) The current Work Supervisor has handed over: 

name	signature	date/time
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b) The new Work Supervisor has taken over: 

name	signature	date/time
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**Annex 2 to the Machinery BS-Order No. ....**

**Members of the working group**

We declare that we have been acquainted with work safety and system locking before commencing work.

name

signature

date and time

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## **Principles of correct documentation of the subject matter and timing in machine BS-order forms**

### **1/ Contents of machine BS-order forms**

The machine BS-order consists of a 4-part set of pre-printed forms:

The basic part of the “Machinery BS-order No. ...” **Machinery BS-order No. ...**” is a factual and time documentation of the actions performed in connection with the locking, handing over and taking over of the system for the performance of activities, handing over, taking over and unlocking the system after the completion of activities, it includes the signature records of the persons who participated in these actions and activities and references to the existence of other documentation and annexes.

The section “**Partial Tests of the System**” is a factual and time documentation of actions performed in connection with the temporary unlocking, handover and takeover of the system (part of the system) for the partial test(s), relocking of the system (part of the system), handover and takeover at the end of the partial test(s) for the continuation of the activities and shall contain the signature records of the persons involved in these actions and activities.

Part “**Annex 1 to Machine BS-Order No ...**” shall include a) continuation of the factual and time documentation of the actions performed in connection with the locking of the system, if there is insufficient space for it in the basic part, b) documentation of the replacement of Work Supervisor, if such a replacement occurs.

Part “**Annex 2 to Machine BS-Order No ...**” documents the demonstrable familiarization of the members of the working group who will carry out the activities on the locked system with the method of locking the system, the principles of health and safety in the performance of the activities and the possible risks to the system or arising from the operation of the adjacent system.

### **2/ Principles of Correct Documentation of Time and Material**

a) All parts of the machine BS-order shall bear the same machine BS-order book registration number and machine BS-order registration number. The marking must be unique and unmistakable.

b) All parts of the machine BS-order shall be made in duplicate by transcribing from the original to the copy, the entries on the original and its copy being always exactly the same. The original shall remain in the possession of the Work Supervisor (permanently accessible) for the duration of the activities on the system. A copy shall remain in the possession of the authorized employee (permanently accessible) for the duration of the activities on the system.

Where practical or necessary, additional purpose-made annexes may be attached to any item in the BS-order forms. For processing and handling these annexes shall apply the same rules as for the pre-printed BS-order forms.

c) Without undue delay after the completion of activities on the system (after the so-called “termination” of the machine BS-order), both copies of all parts of the machine BS-order shall be handed over by the authorized employee to the relevant employee responsible for the operation and maintenance of the system for records. It is forbidden to modify the records in any way, especially in terminated machine BS-orders.

d) Entries shall be in block letters, legible, unambiguous, correct, complete and understandable. For items with a choice of options (YES - NO), the unsuitable item shall be crossed out.

e) Records must be permanent, the original and the transcript copy must be reproducible, i. e. it must be possible to make copies of them - therefore it is generally recommended to use a ballpoint pen with blue ink to make records.

f) Corrections of errors shall be made by simply crossing out the erroneous entry/text so that it is still legible and inserting the correct entry/text. Errors may only be corrected by the original author of the record, who authorises the correction with his signature record.

g) The descriptions of the prescribed method of locking, unlocking the system and working procedures (including the condition, securing and marking of closing, control and regulating devices and the provision of safety markings) must always be clearly and comprehensibly defined; the sequence of operations, orders and instructions must be performed in such a way that the various activities relate to and follow each other. The same applies to any descriptions, instructions and orders given orally.

- h) Professional terminology based on the applicable operating documentation shall be used to designate the system and parts thereof and for operations, activities and manipulations. This terminology shall be in accordance with the relevant technical standards and the uniform marking system in force at the Employer. Uniform terminology must be consistently followed.
- i) Abbreviations shall be given according to the established and valid list of abbreviations. The use of undefined abbreviations is prohibited.
- j) Physical quantities and units of measurement, if given, shall be in the same units as on directly indicating measuring instruments, recording instruments, or system screens and displays.

## 2.1 "Machine BS-order Form No. ..."

<i>Item:</i>	<b>BS-Order book No.</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Registration number of the BS-Order book
<i>Item:</i>	<b>Machine BS-Order no.</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Registration (serial) number of the BS-Order in the given BS-Order book
<i>Item:</i>	<b>1/ Requirement to lock the system</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Unique identification of the system that is intended to be locked
<i>Item:</i>	1/ Requirement to lock the system/ <b>For the work</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	A clear specification of the activities for which the system is locked
<i>Item:</i>	1/ Requirement to lock the system/ <b>Work Order No.</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	The work order number under which the activities on the system are carried out (i. e. the system is locked)
<i>Item:</i>	1/ Requirement to lock the system/ <b>The system must be locked for the execution of the work on ... from ... .</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	The date and time from which the work order (or daily plan) requires the equipment to be made available to carry out the activities
<i>Item:</i>	2/ Method of locking the system/ <b>a)Machinery</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Precise technological procedure for locking the machinery of the system
<i>Item:</i>	2/ Method of locking the system/ <b>a) Machinery/Annex 1 YES - NO</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Reference to the existence of a record continuation in Annex 1
<i>Item:</i>	2/ Method of locking the system/ <b>a) Machinery/The method of machinery locking was determined by</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Name, surname and signature record; date and time of determination of the method of locking
<i>Item:</i>	2/ Method of locking the system/ <b>a) Machinery/The system was locked by</b>
<i>The record is made by:</i>	An employee who has physically performed the actions according to the established method of securing the equipment
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	2/ Method of locking the system/ <b>a) Machinery/The method oflocking was confirmed by</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Name, surname and signature record; date and time of verification that the system has been locked as specified
<i>Item:</i>	2/ Method of locking the system/ <b>b)System related to another department</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated other system

<i>Content of the record:</i>	Clear identification of the other system that must also be locked to carry out the activities on the system; precise technological procedure for locking the designated system
<i>Item:</i>	2/ Method of locking the system/b) System related to another department/ <b>Annex 1 YES - NO</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated other system
<i>Content of the record:</i>	Reference to the existence of a record continuation in Annex 1
<i>Item:</i>	2/ Method of locking the system/b) System related to another department/ <b>Method of locking the related part was determined by</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated other system
<i>Content of the record:</i>	Name, surname and signature record; date and time of determination of the method of locking
<i>Item:</i>	2/ Method of locking the system/b) System related to another department/ <b>The system was locked by</b>
<i>The record is made by:</i>	An employee who has physically performed the actions in accordance with the specified method of locking the designated other system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	2/ Method of locking the system/b) System related to another department/ <b>Method of locking confirmed by</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated other system
<i>Content of the record:</i>	Name, surname and signature record; date and time of verification that the designated other system has been locked as specified
<i>Item:</i>	2/ Method of locking the system/c) <b>Electrical part</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated electrical system
<i>Content of the record:</i>	Clear identification of the electrical system that must be locked to perform the activities on the system; precise technological procedure for locking the designated system
<i>Item:</i>	2/ Method of locking the system/c) Electrical part/ <b>Annex 1 YES - NO</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated electrical system
<i>Content of the record:</i>	Reference to the existence of a record continuation in Annex 1
<i>Item:</i>	2/ Method of locking the system/c) Electrical part/ <b>Method of locking the electrical part determined by</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated electrical system
<i>Content of the record:</i>	Name, surname and signature record; date and time of determination of the method of locking
<i>Item:</i>	2/ Method of locking the system/c) Electrical part/ <b>The system was locked by</b>
<i>The record is made by:</i>	An employee who has physically performed the actions in accordance with the specified method of locking the designated electrical system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	2/ Method of locking the system/c) Electrical part/ <b>Method of locking was confirmed by</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated electrical system
<i>Content of the record:</i>	Name, surname and signature record; date and time of verification that the designated electrical system has been locked as specified
<i>Item:</i>	2/ Method of locking the system/d) <b>MaR part</b>
<i>The record is made by:</i>	Authorised employee whose area of expertise includes designated measuring and control system (MaR)
<i>Content of the record:</i>	Clear identification of the MaR system that must be locked to perform the activities on the system; precise technological procedure for locking the designated system

<i>Item:</i>	2/ Method of locking the system/d) Part MaR/ <b>Annex 1 YES - NO</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated MaR system
<i>Content of the record:</i>	Reference to the existence of a record continuation in Annex 1
<i>Item:</i>	2/ Method of locking the system/d) Part MaR/ <b>Method of locking the MaR determined by</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated MaR system
<i>Content of the record:</i>	Name, surname and signature record; date and time of determination of the method of locking
<i>Item:</i>	2/ Method of locking the system/d) Part <b>MaR/The system was locked by</b>
<i>The record is made by:</i>	An employee who has physically performed the actions in accordance with the specified method of locking the designated MaR system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	2/ Method of locking the system/d) Part MaR/ <b>The method of locking was confirmed by</b>
<i>The record is made by:</i>	Authorised employee within whose area of competence includes the designated MaR system
<i>Content of the record:</i>	Name, surname and signature record; date and time of verification that the designated MaR system has been locked in the specified manner
<i>Item:</i>	2/ Method of locking the system/e) <b>The locked system was handed over for repair</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Name, surname and signature record; date and time of handover of the locked system to the Work Supervisor
<i>Item:</i>	<b>3/ The locked system was taken over and the method of locking was verified by the Work Supervisor</b>
<i>The record is made by:</i>	Work Supervisor
<i>Content of the record:</i>	Name and signature record; date and time of receipt of the locked system from the authorized employee; the record also confirms that the Work Supervisor has verified that the system has been locked in the specified manner
<i>Item:</i>	<b>4/ The work was completed and the system was handed over by</b>
<i>The record is made by:</i>	Work Supervisor
<i>Content of the record:</i>	Name, surname and signature record; date and time of handover of the system to the authorised employee after completion of activities
<i>Item:</i>	<b>4/ The system was taken over after the completion of the work</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Name, surname and signature record; date and time of receipt of the system from the Work Supervisor after completion of activities
<i>Item:</i>	<b>5/ The machine part was unlocked by</b>
<i>The record is made by:</i>	The employee who physically unlocked the machine part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>5/ Unlocking of the related system was performed by</b>
<i>The record is made by:</i>	The employee who physically unlocked the designated other system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>5/ The electrical part was unlocked by</b>
<i>The record is made by:</i>	The employee who physically unlocked the electrical part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>5/ MaR unlocking was performed by</b>
<i>The record is made by:</i>	The employee who physically unlocked the MaR part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>5/ The system is permanently unlocked and considered to be in operation from</b>
	... .
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	The date and time from which the system is permanently unlocked and deemed to be in operation

<i>Item:</i>	<b>5/ Full unlocking confirmed by</b>
<i>The record is made by:</i>	Authorised employee
<i>Content of the record:</i>	Name, surname and signature record; date and time of verification of the unlocked state of the system (so-called "termination" of the BS-Order)

## 2.2 "Partial Tests of System" Form

Note: Section II is identical to Section I.

<i>Item:</i>	<b>I. For the partial test of the system</b>
<i>The record is made by:</i>	Work Supervisor
<i>Content of the record:</i>	Precise specification of the parts to be temporarily unlocked for the test; specification of the type of test
<i>Item:</i>	<b>I. For the partial test of the system/The work was completed and submitted for the partial test by</b>
<i>The record is made by:</i>	Work Supervisor
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of activities and handover of the system for temporary unlocking and partial test according to specification
<i>Item:</i>	<b>I. For the partial test of the system/System unlocking/The machine part was unlocked by</b>
<i>The record is made by:</i>	The employee who physically unlocked the machine part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>I. For the partial test of the system/System unlocking/The related system was unlocked by</b>
<i>The record is made by:</i>	The employee who physically unlocked the designated other system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>I. For the partial test of the system/System unlocking/The electrical part was unlocked by</b>
<i>The record is made by:</i>	The employee who physically unlocked the electrical part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>I. For the partial test of the system/System unlocking/The MaR part was unlocked by</b>
<i>The record is made by:</i>	The employee who physically unlocked the MaR part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>I. For the partial test of the system/Relocking of the system/The machine part was locked by</b>
<i>The record is made by:</i>	The employee who physically locked the machine part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>I. For the partial test of the system/Relocking of the system/The related system was locked by:</b>
<i>The record is made by:</i>	The employee who physically locked the designated other system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>I. For the partial test of the system/Relocking of the system/The electrical part was locked by</b>
<i>The record is made by:</i>	The employee who physically locked the electrical part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions
<i>Item:</i>	<b>I. For the partial test of the system/Relocking of the system/MaR part was locked by</b>
<i>The record is made by:</i>	Employee who physically locked the MaR part of the system
<i>Content of the record:</i>	Name, surname and signature record; date and time of completion of actions

## 2.3 Form "Annex 1 to machine BS-Order No ..."

**Items in Section 1. The method of locking the system is intended to continue the relevant records in the basic section and is processed identically to the basic section.**

<i>Item:</i>	<b>2/ Replacement of the Work Supervisor/a) The current Work Supervisor has handed over</b>
<i>The record is made by:</i>	Work Supervisor - overhanding

*Content of the record:* Name, surname and signature record; date and time of handover of activities

*Item:* 2/ Replacement of the Work Supervisor/b) **The new Work Supervisor has taken over**

*The record is made by:* Work Supervisor - overtaking

*Content of the record:* Name, surname and signature record; date and time of takeover of activities

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#### **2.4 Form "Annex 2 to machine BS-Order No ..."**

*Item:* **1/ - 40.**

*The record is made by:* Members of the working group who will carry out the activities on the locked system

*Content of the record:* Name, surname and signature record by which the members of the working group confirm that they have been informed of the method of locking the system, the principles of health and safety in the performance of activities and the possible risks at the system or arising from the operation of the surrounding system

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