

United Energy, a.s. Teplárenská 2 434 03 Most - Komořany	Decision No RO-UE-1506	Issued on: 31/ 12/ 2015
Prepared by: Ing. Daniela Paterová (Head of Safety and Environment)	Workplace Safety for Work with Increased Risk of Fire and Explosion	Guarantor: Ing. Boháček Milan (Managing Director)
Distribution list: 2	Replaces: RO-UE-1016	Effective from: 1/ 1/ 2016

Preamble

By this Decision United Energy, a.s. (hereinafter referred to as the “Employer”) sets out organizational and technical measures to ensure fire safety when carrying out work with an increased risk of fire and/or explosion with subsequent fire at the Employer's workplaces where activities with an increased risk of fire and/or explosion with subsequent fire are carried out.

The decision is issued on the basis of Decree No. 87/2000 Coll., which sets out the conditions of fire safety during welding and heating of bitumen in fusible vessels, Government Regulation No. 406/2004 Coll., On Detailed Requirements for Ensuring Occupational Health and Safety in Environments with Explosion Hazard, Decree No. 246/2001 Coll, On Determining the Conditions of Fire Safety and the Performance of State Fire Supervision (fire prevention), Government Regulation No. 591/2006 Coll., On Detailed Minimum Requirements for Safety and Health Protection at Work on Construction Sites, and on the basis of valid Czech technical standards.

Article 1 Employer's Workplace Where Activities Involving an Increased Risk of Fire and/or Explosion with Subsequent Fire Are Carried Out

1.1 For the purposes of use in this Decision, **a workplace is generally defined** as a structurally or technologically defined **area** owned by the Employer, including buildings, technological assemblies, functional technological units and systems or individual dedicated, otherwise designated and other technological, technical equipment, including technological media and other permanent or temporary equipment such as. instruments, tools, stored materials where, according to the fire hazard assessment, **activities with an increased risk of fire and/or explosion with subsequent fire are carried out** (hereinafter referred to as "workplace").

1.2 It is **forbidden to carry out the work specified in Article 2 at workplaces** referred to in paragraph 1.1 **without a specific written work order, special precautions to prevent fire and/or explosion with subsequent fire and compliance with the formal procedures in Articles 3 and 4** of this Decision.

1.3 Employer's **workplace** where activities with an increased risk of fire or explosion with subsequent fire are carried out and a special written order is issued to carry out the work specified in Article 2 in accordance with Article 3, paragraph 3.1 of this Decision, are **defined exhaustively in Annex 1**.

1.4 **A workplace** as defined in this Decision **is not a workplace that is designed for an activity** with an increased risk of fire and/or explosion with consequent fire (e.g. a proper permanent welding workplace, etc.).

1.5 **Workplace operating conditions** means the current state of the totality of all variable factors, facts and circumstances in the workplace, such as the operational and technical condition of installed technical equipment, the state and progress of processes in the equipment, the values of the parameters of the working media, the state and effects of other activities taking place in the workplace, which may have a significant influence on the determination of safety measures to prevent the occurrence of fire and/or explosion with subsequent fire.

Article 2 Work with an Increased Risk of Fire and/or Explosion with Subsequent Fire

2.1 For the purposes of this Decision, **work** involving an increased risk of fire and/or explosion with subsequent fire (hereinafter referred to as “work”) is defined as a transient activity where the risk of fire and/or explosion with subsequent fire arises directly from the technological process of work used, where an open flame is used directly or where an amount of heat is otherwise generated which, by conduction, radiation or convection, may ignite combustible substances or cause the explosion of an explosive atmosphere already present in the workplace or created by the technological process applied. The most common works are for example:

- Thermal bonding, grooving and thermal separation of metallic and non-metallic materials when carried out by open flame, electric arc, plasma, electric resistance, laser, friction, aluminothermic welding, use of electric soldering irons and gasoline soldering lamps.
- Cutting of metallic and non-metallic materials by other technologies, where there is a risk of e. g. splashing of hot metal particles, slag, melted plastics (e. g. grinding and cutting with portable power tools).
- Work with high temperature air currents, where there is a risk of e. g. ignition of flammable substances present, conduction of heat outside a controlled and secured workplace, etc. (e. g. heating, melting, burning, drying with heat guns).
- Melting and coating of easily flammable materials (e. g. resins).

Important notice: If the subject of the work is specified as welding and cutting of metallic materials, in particular by contractors, the detailed conditions for its performance, including technical and organisational safety measures, requirements for the professional competence of persons performing the work, etc., are set out in detail in the Employer's special internal regulation on the Rules for Welding Quality Control and Inspection. The validity of this Internal Regulation is not affected by this Decision and its provisions must also be fully applied when carrying out this work.

2.2 The **work** referred to in paragraph 2.1 is prohibited from being carried out at the Employer's workplaces as defined in Annex 1 to this Decision without a specific written order to carry out the work, special precautions to prevent fire and/or explosion with subsequent fire and compliance with the formal procedures in Articles 3 and 4 of this Decision.

2.3 **Work** under this Decision shall not be work which **does not involve a hazard as referred to in paragraph 2.1** or which is **carried out in a workplace which is designed for an activity** with an increased risk of fire and/or explosion with subsequent fire (e. g. a proper permanent welding workplace, etc.).

Article 3 Organisation of Workplace Safety for Works Involving an Increased Risk of Fire and/or Explosion with Subsequent Fire

3.1 Written Work Order

3.1.1 The work referred to **in Article 2 may only be carried out at the Employer's workplaces referred to in Article 1** on the basis of a **written order to carry out works with an increased risk of fire and/or explosion**, which demonstrates in time and in kind the special safety precautions laid down and implemented to prevent the occurrence of fire and/or explosion with subsequent fire during and after the work (hereinafter collectively referred to as “ORDER” and “ORDER V”ORDER” and “ORDER V”ORDER V” namely in the case of risk of explosion with subsequent fire).

A specimen of the written ORDER form is attached as Annex 2 to this Decision.

3.1.2 The temporal validity of the ORDER must always be specifically defined by the ORDER Issuer. The period of validity of the ORDER The issuer of the ORDER usually defines the period of validity of the ORDER when issuing it, e. g. according to the knowledge of the expected duration of operating conditions not precluding the performance of work, the duration of its own availability.

3.1.3 The ORDER form consists of a set of original - 1st copy - 2nd copy. The original ORDER and 2nd copy must be kept paired, accessible and undamaged by the CERTIFICATE Issuer for at least 1 year after the work is completed.

3.1.4 The principles of the implementation of factually and temporally correct documentation in the ORDER form are set out in Annex 3 to this Decision. Persons who are authorized or required to make entries in the ORDER are responsible for the accuracy of the documentation.

3.1.5 An adequate supply of ORDER forms is maintained by the Safety and Environment Unit of the Employer. It is the responsibility of the ORDER Issuer to have a sufficient supply of ORDER forms.

3.2 Conformity and Exclusivity of the Powers of the Parties

3.2.1 **The ORDER issued is in principle not transferable to other persons named in the ORDER**, who must be demonstrably familiar with the workplace, the operating conditions at the workplace, the work being carried out, the hazards at the workplace, the method of securing the workplace, the manner of carrying out the work, the method and means of protection against hazards, escape routes, etc., within the meaning of this Decision, i. e., e. g., the ORDER Issuer, Work Supervisor, Site Manager, persons performing the work, designated Fire Supervisor during the course of the work, etc.

3.2.2 When the **Employer's own employees** perform the work, the identity of persons in any combination is not excluded :

- Issuer of the ORDER,
- Work supervisor,
- Head of the workplace,
- Fire safety approvers.
- Fire supervision during the work (if ordered),

provided that it is an employee of the Employer and:

- This employee has valid, proper thematic training of the employer's senior employees on occupational health and safety, fire protection and environmental protection within the meaning of the relevant special internal regulation of the Employer on specific professional competence (qualification) of employees,
- This employee, within the scope of compliance, meets the requirements for sufficient knowledge of the workplace, the operating conditions at the workplace, detailed knowledge of the work to be performed, the hazards present at the workplace, the method of securing the workplace, the manner in which the work is to be performed, the method and means of protection against hazards, means of escape, etc., and at the same time
- The other principles set out in this Decision will be complied with.

3.2.3 When carrying out the work **in any way**, identity in any combination is fundamentally excluded:

→ **Persons directly carrying out the work**

with persons:

- Issuer of the ORDER,
- Work supervisor,
- Head of the workplace,
- Fire supervision during work.

3.2.4 When the **Contractor** carries out the work, unity in any combination is fundamentally excluded:

→ persons of the **Work Supervisor**

with persons:

- Issuer of the ORDER,
- Head of the workplace,
- Approvers of fire safety measures for the Most-Komořany plant.

3.3 Obligations and Powers of the Persons Involved

3.3.1 Issuer of the ORDER

(1) **The issuer of a ORDER** shall be solely an **employee of the Employer** with sufficient knowledge of the workplace and the operating conditions at the workplace, named in the appropriate operational record of authorized ORDER issuers or otherwise demonstrably authorized to issue an ORDER, and shall normally be:

- a) During normal working hours, a **person** appointed by the Employer to be **responsible for the activities on the equipment** which the work is to be carried out (i. e. e. g. the person responsible for the technical condition and maintenance - manager, technician; for operation and maintenance - technologist or technician; or for other specific professional activity - measuring service technician, etc.).
- b) Outside normal working hours , a **competent employee whose availability at the workplace is assured** (e. g. shift engineer on duty, on-call engineer, etc.).

(2) If the work is being performed by a contractor, the Employer shall notify the Contractor of the persons authorized to issue the ORDER by the procedures agreed to in the applicable business contract.

(3) **The issuer of the ORDER is obliged** in particular to:

- a) Issue an ORDER only for work that has been predefined by a properly issued standard work order.
- b) Issue the ORDER only for the authorized Work Supervisor.
- c) Identify a professionally competent Head of the Workplace.
- d) Define the specific period of validity of the ORDER according to the current operating conditions at the workplace.
- e) Issue a new ORDER if any change occurs during the course of the work - e. g. change of ORDER Issuer, Work Supervisor, persons performing the work, designated Fire Supervisor during the course of the work, expiration of the time limitation of the original ORDER (if the need for the work continues). This does not limit the authority to reasonably refrain from issuing the ORDER.
- f) Upon completion of the work, retain or ensure that the original ORDER and 2nd record copy are kept paired, available and undamaged for at least 1 year.

The above obligations do not limit the relevant rights of the ORDER Issuer (e. g. to reasonably refrain from issuing the ORDER, etc.).

(4) **The issuer of the ORDER is entitled** in particular to:

- a) Require the Supervisor to provide proof of identity and authority to control the work.
- b) Not issue an ORDER if he has reasonable doubt about the medical or professional competence or authority of the Supervisor to control the work or if he assesses the current operating conditions of the workplace as precluding the safe performance of the work, etc.
- c) Establish special conditions for the authorization and execution of the work.
- d) Request the Fire Safety Approvers for the Most-Komořany site to provide Fire Assistance during the work.
- e) Check the authorization, competence and activities of all persons involved in the work carried out on the basis of the ORDER issued by him and the implementation of the fire safety measures ordered, at any time during the course of the work.
- f) Interrupt the work if he/she assesses the current operating conditions of the workplace as precluding the safe continuation of the work, etc.

3.3.2 Work Supervisor

(1) **A work supervisor** shall be exclusively a **person sufficiently familiar with the workplace, the operating conditions at the workplace, with detailed knowledge of the work to be performed, the hazards at the workplace, the method of securing the workplace, the method of performing the work, the method and means of protection from hazards, escape routes, etc., demonstrably trained** by the Employer **to manage the work at his workplace**, named in the appropriate operational record of authorized work supervisors, or otherwise demonstrably authorized to manage the work, which is usually:

- a) When work is performed by a Contractor, a person **designated by the Contractor and notified to the Employer** by procedures agreed to in the applicable business contract.
- b) When work is performed by Employer's own employees, their **supervisor** or **another employee appointed by** the supervisor.

- c) When performing emergency work (e.g., troubleshooting, accidents) where the Work Supervisor is not available under a) or b), a **competent employee designated by the ORDER Issuer** whose availability at the work site is assured (e. g., on-call technician, shift technician, etc.).
- (2) The **supervisor** is fully responsible in particular for:
- a) The assessment of fire safety and operating conditions at the work site where the work is to be carried out.
 - b) Ordering, ensuring assessment, approval and implementation of fire safety measures.
 - c) Providing a workplace for the execution of the work, conducting their own Fire Supervision during the work, for the manner and progress of the work.
 - d) For the proper professional and medical competence of the persons performing the work and their acquaintance with the hazards that threaten the workplace, the method of securing the workplace and the method of performing the work, the ways and means of protection against hazards, escape routes, etc.
- (3) **The supervisor** is obliged in particular to:
- a) Prove his identity and authorization to the ORDER Issuer and unconditionally follow his instructions.
 - b) To survey and assess fire safety and operating conditions at the workplace at all times, physically on site and immediately before and during the planned commencement of work.
 - c) Cooperate with the Head of the Workplace in establishing and implementing safety measures and in performing work, to follow his instructions and communications regarding the assessment of the current operating conditions of the workplace, to notify him of the commencement and termination of work and, in particular, to inform him without delay of emergencies arising in the course of work, etc.
 - d) Cooperate with the Fire Safety Approval Officer in ordering safety measures, to observe his instructions and requirements in the matter and to submit the ordered safety measures to him for approval, etc.
 - e) Comply with the minimum requirements for technical and organisational safety measures to prevent fire and/or explosion with subsequent fire as specified in Article 4 to the extent appropriate to the nature of the work, the workplace and the current operating conditions.
 - f) Ensure the implementation of the specified and approved fire safety measures, including the actual fire supervision during the work (if ordered).
 - g) Control the execution of the work by the persons involved and be available at the workplace without delay during the work.
- (4) In particular, **the supervisor** is entitled to:
- a) Ask the issuer of the ORDER to issue the ORDER.
 - b) Request the Head of the Workplace to allow the physical survey and evaluation of fire safety conditions at the workplace and to assist in the survey and evaluation of current operating conditions.
 - c) To ask the Fire Safety Measures Approvers for the Most-Komořany locality to assist in establishing fire safety measures.
 - c) If it is carried out in the Most-Komořany locality, ask the Fire Safety Measures Approvers for the Most-Komořany locality to approve the fire safety measures.
 - D) Ask the Fire Safety Approvers for the Most-Komořany site to provide Fire Assistance during the work (but not as a substitute for Fire Supervision during the work, which he is obliged to provide by himself).

3.3.3 Head of the Workplace

- (1) **The head of the workplace** shall be exclusively an **employee of the Employer** with detailed knowledge of the workplace and the operating conditions at the workplace designated by the ORDER Issuer, usually:
- a) During normal working hours, the **site manager** or a **person** designated by the Employer to **be responsible for the activities on the equipment** on which the work will be performed (i. e. shift technician, primary and secondary heat distribution technician, meter service technician, MaR and electrical technician, etc.).
 - b) Outside normal working hours and in an emergency case, a **competent employee** whose availability at the workplace is ensured (e. g. emergency technician, etc.).
- (2) **The head of the workplace** shall in particular:
- a) Survey and assess operating conditions for the purpose of permitting work at all times physically on site and immediately prior to and during the planned commencement of work.

- b) Cooperate with the Work Supervisor in assessing fire safety and operating conditions at the workplace, inform him/her immediately of any emergencies that could affect the course of work, etc.
 - c) Comply with the minimum requirements for technical and organisational safety measures to prevent fire and/or explosion followed by fire as specified in Article 4 to the extent appropriate to the nature of the work, the workplace and the current operating conditions.
 - d) Physically hand over the work site to the Work Supervisor for execution of the work.
 - e) Be available at the workplace without undue delay during the course of work.
 - f) Physically take over the workplace from the Work Supervisor (unless he/she is the Work Supervisor) at the end of the work.
 - g) At the Most-Komořany site, immediately notify the Fire Safety Measures Approval Officer for the Most-Komořany site of the completion of the work in order to initiate the subsequent Fire Supervision of the site after the work has been carried out.
 - h) At another site, after the work is completed, ensure that post-work follow-up fire supervision of the work site is initiated and conducted.
 - i) Retain the original ORDER for the duration of the work and for 8 hours of subsequent Fire Supervision of the workplace after the work is completed to allow Fire Supervision personnel to make appropriate supervisory records.
 - j) Upon completion of the subsequent Fire Supervision, promptly forward the original ORDER with complete records to the ORDER Issuer.
- (3) **The head of the workplace is authorised** in particular to:
- a) Not to allow work to commence if all prescribed safety precautions have not been complied with or if he/she assesses the current operating conditions of the workplace as precluding the safe performance of work, etc.
 - b) Ask the Work Supervisor to order and implement such special safety precautions as he deems necessary to prevent fire and/or explosion with subsequent fire during the performance of the work.
 - c) Ask the Fire Safety Approvers for the Most-Komořany site to provide Fire Assistance during the work.
 - d) At any time during the course of work, to inspect the activities of all persons engaged in work carried at the workplace under his control and the implementation of the prescribed fire safety measures.
 - e) Suspend performance of work if it evaluates current site operating conditions as precluding the safe continuation of work or if the specified period of the ORDER expires.

3.3.4 Fire Safety Measures Approver

- (1) **The approver of fire safety measures** shall be exclusively a person sufficiently competent to assess the suitability and adequacy of the fire safety measures specified by the Work Supervisor in the ORDER for the respective work, workplace and operating conditions, namely:
- a) For the Most-Komořany site, when performing work at any time and in any manner, it is the **shift commander of the Employer's Fire Department Unit (Fire Department Unit) on duty**.
 - b) For any other site (e. g. hot water pipeline routes, etc.) at any time and in any manner, it is the **Head of the Workplace designated by the ORDER Issuer** (e. g. primary and secondary heat distribution technician, metering technician, MaR and electrical technician, on-call technician, etc.) provided that the employee is an employee of the Employer who:
 - has valid thematic training for the Employer's senior employees on fire protection within the meaning of the Employer's specific internal regulation on specific professional competence (qualification) of employees,
 - satisfies the requirements for sufficient knowledge of the workplace, the operating conditions at the workplace, detailed knowledge of the work to be performed, the hazards at the workplace, the method of securing the workplace, the method of performing the work, the method and means of protection against hazards, escape routes, etc.
- (2) **Each Fire Safety Approval Officer shall** in particular:
- a) Assess the suitability and adequacy of the fire safety precautions specified by the Supervisor at all times by physically being on site and immediately before and during the planned commencement of work.
 - b) Cooperate with the Work Supervisor in assessing fire safety and operating conditions at the workplace, to provide him/her with professional assistance in determining fire safety measures.
 - c) Determine the total time, intervals, and persons for post-work fire supervision and ensure that post-work fire supervision is conducted.
- (3) **The approver of fire safety measures for the Most-Komořany site is also obliged to:**

- a) Cooperate with the Fire Safety Measures Approval Officer for another site in assessing fire safety conditions at the workplace, provide him/her with professional assistance in determining fire safety measures.
 - b) Comply with a legitimate request to provide Fire Assistance during the course of the work, unless compelling reasons prevent the provision of assistance.
 - c) Determine the form, extent, technical means and persons of the Fire Assistance, if he/she orders or approves the provision of Fire Assistance during the course of the work, ensure that the designated persons are familiarised with the workplace and adjacent areas, the nature of the work to be carried out, the fire safety measures ordered, the duration of the assistance and ensure the presence of the designated persons throughout the course and temporary interruption of the work.
- 4) **The approver of fire safety measures for another site shall also:**
- a) Consult the suitability and adequacy of the fire safety measures set out in the ORDER with the Fire Safety Measures Approval Officer for the Most-Komořany site.
- (5) **Each Fire Safety Approval Officer is entitled in particular to:**
- a) Participate in the initial physical survey and evaluation of current fire safety conditions in the workplace by the Work Supervisor and Head of the Workplace.
 - b) Determine fire safety measures.
 - c) Disapprove non-compliant fire safety measures, determine the method of their correction and condition the approval on the application of the modified measures.
 - d) Check at any time during the course of work that the prescribed fire safety measures are being carried out.
- (6) **The approver of fire safety measures for the Most-Komořany site is also authorised to:**
- a) Order professional Fire Assistance during the work.
 - b) Disagree (disapprove) a request for professional Fire Assistance during the course of the work if the request is assessed to be unreasonable to the nature of the work or unjustified.
 - c) To ask for the cooperation of the commander of the appointed fire patrols and supervisors of the senior staff of the volunteer fire-fighters of the respective workplaces, when providing for Fire Assistance during work or subsequent Fire Supervision of the workplace after the work in the site of Most-Komořany has been completed.
- (7) **The fire safety approval officer for another site is also authorised to:**
- a) To request the Fire Safety Measures Approvers for the Most-Komořany site to assist in assessing the suitability and adequacy of the fire safety measures set out in the ORDER.
 - b) Ask the Fire Safety Approvers for the Most-Komořany site to provide Fire Assistance during the work.

3.3.5 Fire Supervision During Work

- (1) **Fire supervision during the course of work shall include persons designated by the Work Supervisor to carry out fire supervision of the workplace at all times during the course and temporary suspension of work, familiar with the workplace and adjacent premises, the nature of the work being carried out, the fire safety precautions ordered, the operation of designated fire-fighting equipment, the duties of the Fire Supervisor and other circumstances relevant to proper fire supervision during the course of work.**
- (2) The Fire Supervisor shall not be delegated other tasks or perform activities by himself/herself which are not related to the performance of the Fire Supervisor's tasks in the course of work.
- (3) **Fire supervision during work and temporary interruption of work shall in particular:**
- a) Apply himself/herself only to the performance of tasks related to the exercise of permanent fire supervision.
 - b) Monitor the workplace at all times and pay particular attention to adjacent areas immediately above and especially below the work site.
 - c) Monitor and evaluate changes in fire safety conditions.
 - d) Inspect and require compliance with prescribed fire safety measures.
 - e) Have readily available designated fire-fighting equipment for immediate action.
 - f) In the event of a fire, extinguish the fire with prepared extinguishing means and, if the extinguishing is ineffective, call for further professional assistance.
- (4) **Fire supervision during work and temporary interruption of work is authorized in particular to:**
- a) Inspect and require compliance with prescribed fire safety measures.
 - b) Order work interruption if the fire safety measures ordered are not complied with.

- c) Order work interruption if fire safety conditions change to such an extent that the previously ordered fire safety measures are assessed to be inadequate for the new conditions.

3.3.6 Fire Assistance During Work

- (1) **Fire assistance** during the course of work are appropriately **qualified persons in fire protection designated by the Fire Safety Measures Approval Officer for the Most-Komořany site** (i. e. the shift commander of the Fire Brigade unit on duty) to carry out professional fire assistance for a specified period of time during the course of work, familiar with the workplace and adjacent areas, the nature of the work being carried out, the fire safety measures ordered, the duration of the assistance and other circumstances relevant to the proper performance of the assistance.
- (2) The fire assistance shall not be entrusted with other tasks or perform activities that are not related to the performance of the tasks of the fire assistance in the course of work.
- (3) **Fire assistance is obliged** in particular to:
 - a) Apply himself/herself only to the performance of tasks related to the performance of fire assistance.
 - b) Carry out the tasks of Fire Assistance in the form, scope and by the means determined by the Fire Safety Measures Approval Officer for the Most-Komořany site.
- (4) The fire assistance is particularly authorized to:
 - a) Inspect and require compliance with prescribed fire safety measures.
 - b) Order work interruption if the fire safety measures ordered are not complied with.
 - c) Order work interruption if fire safety conditions change to such an extent that the previously ordered fire safety measures are assessed to be inadequate for the new conditions.

3.3.7 Fire Supervision of the Workplace After the Work Has Been Carried Out

- (1) The post-work fire supervision of the workplace shall include persons sufficiently familiar with the workplace and adjacent premises, the nature of the work performed, the operation of fire-fighting equipment, and familiar with the duties of the Fire Supervisor, the specified time and intervals of fire supervision (but not less than 8 hours after the completion of the work). Fire supervision after the work has been carried out is determined and ensured by:
 - a) At the Most-Komořany site Fire Safety Measures **approval Officer** for the **Most-Komořany site** (i. e. the shift commander of the Fire Brigade unit on duty).
 - b) In another site **The Fire Safety Measures Approval Officer for another location** (i. e. the Head of the Workplace designated by the ORDER Issuer).
- (2) **Fire supervision is obliged** in particular to:
 - a) Physically visit and inspect the workplace and adjacent areas at specified intervals throughout the specified period and assess the condition of the workplace for fire and/or explosion hazards with subsequent fire.
 - b) Have readily operable fire-fighting equipment ready for immediate action, depending on the nature of the workplace.
 - c) In the event of fire, extinguish the fire with prepared extinguishing means and, if the extinguishing is ineffective, call for further professional assistance.
 - d) Report the results of the site supervision to the Head of the Workplace and make a record of the supervision in the original ORDER.
- (3) **Fire supervision is authorized** in particular to:
 - a) Require the cooperation of the Head of the Workplace in the conduct of supervision.
 - b) Require the Head of the Workplace to remedy any deficiencies found at the workplace during supervision.

3.4 Simplified Formal and Practical Procedure Examples for the Authorisation, Commencement, Execution and Termination of Work

Important notice: The procedures examples presented here assume:

- a) That all persons involved are familiar with their rights, duties and procedures under this Decision, or, if the work is welding and separation of metallic materials, with the provisions of the Employer's relevant internal regulation on Rules for Welding Quality Control and Inspection.
- b) That a proper work order has been issued and current operating conditions do not preclude the performance of the work.

The actual procedure may vary according to the actual situation, e. g. in the sequence of certain tasks, organisational details, etc., but in general the essential requirements of this Decision must be complied with.

3.4.1 Procedure Examples for Work Carried Out by the Contractor at the Most-Komořany Site

Overlapping competences of the participants: There is no overlap of competences

- 1/ Contractor's Work Supervisor shall:
 - a) Submits a work order to the Issuer of the ORDER
 - b) Proves his/her identity to the Issuer of the ORDER
 - c) Proves his/her authority to control the work to the Issuer of the ORDER, unless he/she is on the operational record of the Work Supervisor
 - d) Asks the issuer of the ORDER to issue the ORDER
- 2/ The Issuer of the Order:
 - a) Verifies the identity and authority of the Work Supervisor to control the work
 - b) Designates and calls the professionally competent Head of the Workplace
 - c) Makes the entries in the ORDER corresponding with his/her duties
 - d) Informs the Fire Safety Measures Approver for the Most-Komořany site (i. e. the Shift Commander of the Fire Brigade unit on duty) about the issue of the ORDER, informs him/her of the necessary basic information about the work, the workplace, the persons of the Work Supervisor and the Head of the Workplace, etc.
 - e) Familiarizes the Work Supervisor and the Head of the Workplace with the specified period of performance of the work (validity of the ORDER), and with conditions, if any, for authorizing and performing the work
 - f) Separates the original with the 1st copy of the ORDER and gives it to the Work Supervisor, keeping the 2nd copy as a document for his/her records
- 3/ The contractor's Work Supervisor (in coordination with the Head of the Workplace and the Fire Safety Approval Officer for the Most-Komořany site) shall:
 - a) Arrange the organisation of the cooperation with the Head of the Workplace and the Fire Safety Approval Officer in the initial identification and evaluation of the current fire safety and operational conditions at the workplace
 - b) Physically visit the workplace, identify and evaluate current fire safety and operating conditions and determine fire safety measures in coordination with the Head of the Workplace and Fire Safety Measures Approval Officer
 - c) Record the prescribed fire safety precautions (and make other appropriate entries) in the original with the 1st copy of the ORDER
 - d) Submit the specified fire safety measures to the Fire Safety Approval Officer for approval
- 4/ The Fire Safety Approval Officer for the Most-Komořany site: shall
 - a) Approve the fire safety measures specified in the original with the 1st copy of the CERTIFICATE (for the purposes of the procedure example it is assumed that the measures have been specified in accordance with his/her requirements)
 - b) If he himself/she herself directs or approves Fire Assistance in the course of the work, he/she shall determine the form, extent, technical means and persons of the Fire Assistance, arranges for their familiarization and makes appropriate entries in the original with the 1st copy of the ORDER
 - c) Determine the total time and intervals of Fire Supervision of the site after the work has been performed and record them in the original with the 1st copy of the ORDER
 - d) Return the original with the 1st copy of the ORDER to the Work Supervisor
- 5/ Contractor's Work Supervisor shall:
 - a) Implement approved fire safety measures at the workplace
 - b) Provably familiarize persons carrying out the work and the Fire Supervision in the course of the work with the hazards present at the workplace, the method of securing the workplace and the manner of carrying out the work, the ways and means of protection against hazards, escape routes, etc.
 - c) Submit the original with the 1st copy of the ORDER to the Head of the Workplace for work authorization
- 6/ The Head of the Workplace shall:

- a) Check the implementation of approved fire safety measures at the workplace
 - b) Permit the Work Supervisor to commence work, record the handover of the workplace in the original with the 1st copy of the ORDER
 - f) Separate the 1st copy of the ORDER and give it to the Work Supervisor, retaining the original ORDER at all times during the performance of the work and subsequent Fire Supervision after the work has been performed
- 7/ Contractor's Work Supervisor shall:
- a) Ensure the execution of work, keep 1st copy of the ORDER at the workplace for the duration of the work as evidence of permission to work and for inspection if necessary
 - b) Notify the Head of the Workplace of the termination of work and submit him/her 1st copy of the ORDER
- 8/ The Head of the Workplace shall:
- a) Inspect the workplace after the work has been carried out
 - b) Acknowledge the take-over of the workplace in the original and the 1st copy of the ORDER, return the 1st copy of the ORDER to the Work Supervisor
 - c) Notify the Fire Safety Approval Officer for the Most-Komořany site without delay of the completion of the work to commence subsequent Fire Supervision after the work has been carried out
 - d) Submit the original ORDER during the period of subsequent Fire Supervision to Fire Supervision personnel for keeping records
- 9/ Fire supervision of the workplace after the work has been carried out:
- a) Carry out fire supervision of the workplace for specified period and at specified intervals
 - b) The supervisor shall make a record of the supervision in the original ORDER stored with the Head of the Workplace
- 10/ The Head of the Workplace shall:
- a) Upon completion of the Fire Supervision, the original ORDER with complete records shall be forwarded to the Issuer of the ORDER
- 11/ The Issuer of the ORDER shall:
- a) Pair the original ORDER with the 2nd registration copy and keep them for 1 year

3.4.2 Procedure Example for Work Carried Out by Own Employees at Another Site

Overlapping competences of the participants: **The issuer of the ORDER and the Work Supervisor and Head of the Workplace and Fire Safety Approval Officer for another site shall be one and the same Employer's employee** who is qualified for the concurrent responsibilities

- 1/ An Employee as Issuer of the Order shall:
- a) Make the entries in the ORDER that are relevant to him/her
 - b) Separate the original with the 1st copy of the ORDER and retain the 2nd copy in the ORDER BOOK as a record document
- 2/ An employee as Work Supervisor shall
- a) Physically visit the workplace, identify and evaluate the current fire safety and operational conditions and determine fire safety measures (after consultation with the Fire Safety Approval Officer for the Most-Komořany site, i. e. the shift commander of the Fire Brigade unit on duty, including the agreement of the organisation, persons and resources in case of a request for Fire Assistance during the work)
 - b) Record the prescribed fire safety precautions (and make other appropriate entries) in the original with the 1st copy of the ORDER
- 3/ An employee as Fire Safety Approval Officer for another location shall:
- a) If he/she has agreed with the Fire Safety Approver for the Most-Komořany site (i. e. with the shift commander of the Fire Brigade unit on duty) to provide fire assistance during the work: when the Fire Assistance Personnel arrive, he/she shall familiarize them with the workplace and adjacent area, the nature of the work to be performed, the fire safety measures ordered, the agreed duration of the assistance and other circumstances relevant to the proper performance of the assistance and shall present them with the original and 1st copy of the ORDER for the respective records to be kept by them
 - b) Approve the specified fire safety measures in the original with the 1st copy of the ORDER
 - c) Determine the total time and intervals of Fire Supervision of the site after the work has been performed and record them in the original with the 1st copy of the ORDER

- 4/ An employee as Work Supervisor and Head of the Workplace:
- a) Make the appropriate entries in the original with the 1st copy of the ORDER
 - b) Implement approved fire safety measures at the workplace
 - (c) Demonstrably acquaint persons carrying out the work and the Fire Control Officer himself/herself during the course of the work (if specified) with the hazards present at the workplace, the method of securing the workplace and the method of carrying out the work, the ways and means of protection against hazards, escape routes, etc.
 - d) Record the time of handover of the workplace for work in the original with the 1st copy of the ORDER
 - e) If he/she is not permanently present at the workplace during the work, he/she shall detach the 1st copy of the ORDER and keep it at the workplace as evidence of permission to work and for inspection, if necessary; the original ORDER shall be retained for the duration of the work
 - f) Ensure the execution of the work
 - g) Inspect the workplace after the work has been carried out
 - h) Record the time of taking over the workplace at the end of the work in the original and 1st copy of the ORDER identically
 - i) Arrange for the organisation of a subsequent Fire Supervision after the work has been carried out and give the Fire Supervision person the original of the recording ORDER; 1st copy of the ORDER to be retained as evidence
- 5/ Fire supervision of the workplace after the work has been carried out:
- a) Carry out fire supervision of the workplace for specified period and at specified intervals
 - b) The supervisor shall make entries in the original ORDER
 - c) Upon completion of the fire supervision, the original ORDER with complete records shall be forwarded to the Issuer of the ORDER
- 6/ The Employee, as Issuer of the ORDER shall:
- a) Pair the original of the ORDER with the 2nd registration copy (or combine with the 1st copy) and keep them for 1 year

Article 4 Minimum Requirements for Technical and Organisational Safety Measures to Prevent Fire and/or Explosion with Subsequent Fire

Important notice: If the subject of the work is specified as welding and separation of metallic materials, the detailed conditions for its performance, including technical and organisational safety measures, requirements for the professional competence of persons performing the work, etc., are set out in detail in the Employer's special internal regulation on the Rules for Welding Quality Control and Inspection. The validity of this Internal Regulation is not affected by this Decision and its provisions must also be fully applied when carrying out this work.

Within the scope of their job scope, defined authority and responsibility, all persons involved in the execution of work under this Decision are required to comply with the following requirements:

4.1 General Binding Requirements

4.1.1 The fire safety and operating conditions at the workplace where the work is to be carried out must always be physically surveyed and assessed by the Work Supervisor and Head of the Workplace on site and immediately before and during the planned commencement of work.

4.1.2 The safety precautions laid down must be appropriate to the type of hazard, the potential for injury or damage to health and its severity degree. Safety measures must not conflict with each other (e. g. ventilation, temperature).

4.1.3 The specified safety measures shall be submitted to the Fire Safety Officer for review and approval - no permission to commence work shall be granted without prior written approval of the measures.

4.1.4 Sufficient and appropriate fire-fighting equipment (portable, mobile or wall-mounted fire extinguishers, hydrant systems, etc.) must be available at the workplace.

4.1.5 Protective zones must be established when working in areas from 2 m above the places to be protected from the effects of this work. These zones shall specify the minimum distances from which combustible materials shall be removed before work commences or shall be safely isolated or other effective measures shall be taken, in particular against the effects of combustible particles. The protection zones are determined individually and the minimum is a circle with a radius of 10 m in the horizontal plane and the centre of the

protection zone is always below the place of work. When working at heights exceeding 2 m, the protection zone shall be extended by at least 0.3 m for each additional 1 m of height up to a height of 7 m; for each additional 1 m of height, it shall be extended by 0.1 m up to a height of 20 m.

4.1.6 Flammable materials must be removed from the area where the work is to be carried out. Where combustible materials cannot be removed, they must be covered, cooled or otherwise suitably prevented from coming into contact with the fire. It is forbidden to store cylinders intended for welding work at the workplace!

4.1.7 In the event of prolonged exposure of metallic materials to temperature, flammable materials in the vicinity of metallic parts must be avoided, materials must be cooled in an appropriate manner, and technical equipment must be positioned to reliably prevent sparks, metal particles and slag from splashing.

4.1.8 When working in enclosed containers that are contaminated and may produce hazardous concentrations of gases, the area should be thoroughly ventilated beforehand, concentrations of flammable gases, flammable liquid vapours and dusts mixed with air should be measured, concentrations should be kept below the hazardous concentration limit, and contamination that could produce hazardous concentrations should be removed.

4.1.9 Before starting work, all persons who are to be involved in the work must be demonstrably instructed, familiarised with the hazards at the workplace, the method of securing the workplace and the manner in which the work is to be carried out, ways and means of protection against hazards, escape routes, etc.

4.1.10 An instruction to start work may only be given after all the specified safety measures have been checked. Work must not commence (all of these conditions apply simultaneously) if:

- a) Safety precautions are not established and approved with regard to the type of work, the workplace and the current operating conditions.
- b) Persons involved in the work are not demonstrably familiar with the method of securing the workplace, the execution of the work and all other information, circumstances and measures to ensure occupational health and safety and fire protection.
- c) Current operating conditions preclude the safe performance of the work.
- d) Persons engaged in work are not provided with personal protective equipment appropriate to the type of work.

4.1.11 The work must not be carried out in the absence of any person who has a duty to be permanently present on site during the work (in particular Fire Supervision during the work). If a smooth relay is not ensured and such a person has to leave the workplace temporarily, work must be interrupted and may resume only after his/her return.

4.1.12 If any person named in the ORDER is required to leave the workplace permanently or becomes unavailable, the work shall cease and may only be resumed after a new ORDER has been issued with the new persons named, including compliance with all prescribed formal and practical procedures for authorising the work.

4.1.13 At the end of the work, the workplace must be inspected at regular intervals for at least 8 hours by a subsequent Workplace Supervision of the workplace.

4.2 Additional Requirements for Ensuring Health and Safety at Work in Potentially Explosive Atmospheres, Measures to Protect Against Explosions

4.2.1 The supervisor must train all persons involved in the work in health and safety at work in potentially explosive atmospheres, in particular familiarise them with the explosion protection documentation, the preventive and protective measures and written instructions, if any, and the use of personal protective equipment, the warning signals to be used at the workplace to warn of explosion hazards, etc. Only persons whose theoretical knowledge and practical skills concerning the operation of such equipment and protective systems have been verified, may be authorized by the Work Supervisor to operate the equipment and protective systems in an explosive area.

4.2.2 Provision must be made to ensure that foreseeable leakage or release of combustible dust which may cause an explosion is suitably contained, diverted to a safe area in which the safety and health of employees will not be endangered; where this is not possible, safe containment or securing by other suitable means must be provided.

4.2.3 The presence of an explosive atmosphere must always be checked before work begins or whenever it is suspected that flammable gases or liquids are escaping from the equipment or that combustible whirling dust is deposited on or near the equipment.

4.2.4 If the explosive atmosphere contains more than one type of combustible dust, the protective measures must correspond to the highest possible risk.

4.2.5 When taking measures to prevent the initiation of an explosive atmosphere, the presence of potential sources of initiation of an explosive atmosphere, including electrostatic discharges, must be taken into account if employees, other persons or the work environment are carrying or generating electrostatic charges.

4.2.6 In view of the danger of initiating an explosive atmosphere, protective clothing and footwear made of materials that do not cause electrostatic discharges capable of igniting an explosive atmosphere must be provided for all persons in workplaces with explosive hazards.

Article 5 Final and Transitional Provisions

5.1 This Decision is also binding for Severočeská teplárenská, a.s., United Energy Invest, a.s., EVO-Komořany, a.s.

5.2 I instruct senior employees at all levels of management to make this Decision known to all employees of the Employer and the companies referred to in paragraph (1) who ensure, control or carry out acts and activities under this Decision.

5.3 I instruct the employees responsible for the supervision of the suppliers' activities to make the relevant commercially contracted suppliers' representatives aware of this Decision as an integral part of the suppliers' terms and conditions.

5.4 I hereby delegate the responsibility for monitoring compliance with the provisions of this Decision to the Head of the Safety and Environment Department.

5.5 The form ORDER TO CONDUCT WORK WITH INCREASED FIRE AND/OR EXPLOSION HAZARDS "V" ORDER deviating from the template set out in this Decision may be used until existing stocks are exhausted, provided that it is always supplemented by the relevant records of the Fire Safety Approval Officers.

The records thus added must be suitably placed in the form so as not to prevent the legibility of other records, must be clearly assigned to the fire safety measure under consideration and be formally and substantively complete - for the formal requirements of the records see Annex 2, for the substantive requirements of the records see Annex 3 to this Decision.

5.6 Annexes:

Annex 1 Employer's workplace where activities with an increased risk of fire and/or explosion with subsequent fire are carried out and exposed when carrying out the work defined in Article 2 ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION "V" ORDER

Annex 2 Template of the form ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION "V" ORDER

Annex 3 Principles for the correct documentation of the time and material in the form of the ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION "V" ORDER

**Ing. Milan Boháček CEO of United
Energy, a.s.**

Annex 1 Employer's workplace where activities with increased risk of fire and/or explosion with subsequent fire are carried out and exposed when carrying out the work defined in Article 2 CONTRACT FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION "V" ORDER

The risk of fire expresses the fire hazard level, including an estimate of the severity of the possible consequences. It is due to the nature of the activities and increases with increasing probability of fire, increasing fire fighting requirements, increasing risk to persons and worsening consequences of a potential fire. The determination of the fire hazard level is carried out exclusively by a person competent in fire protection on the basis of an evaluation of the activities carried out. Workplaces where activities with increased risk of fire and/or explosion with subsequent fire are carried out include, for example:

- Enclosed and confined spaces such as pressure and non-pressure vessels, boilers, tanks, energy channels, cellars, enclosures and other small confined spaces.
- Contaminated equipment (vessels, pipes, etc.) that contain or have contained substances hazardous to health, including corrosive poisonous substances, or are suspected of containing such substances, e. g. during degreasing with solvents (trichloroethylene, etc.).
- Areas where there are flammable substances that cannot be removed (e. g. diesel storage, heavy fuel oil tanks, flammable liquid storage, fuel dump, gas boiler plant, heavy fuel oil management, etc.).
- Pressurised equipment and equipment with flammable contents (vessels, pipes, etc., containing flammable or combustible substances or work inside such vessels, pipes and equipment).
- Areas with wet, humid or hot environments (i. e. in conditions where the electrical resistance values of protective clothing, personal protective equipment and skin resistance of the human body are reduced).
- Outdoor, dusty environments with conductive dust and environments with conductive surroundings (e. g. closed metal tanks).
- Environments where the maximum permitted concentrations of pollutants (dust, radiation, noise) may be exceeded.

1. Boiler Room

At the following workplaces, a "V" ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION shall be issued to carry out the work referred to in Article 2 of this Decision:

1.1 Workplaces with Increased Risk of Fire

- a) Coaling - the entire area from the M51, M52 roll-out trolleys; M4, M3, M13 coaling bridges; corner tower; dividing tower; M2, M12 passes; M1, M11 reversing passes; fuel tanks
- b) Electrical wiring - cable ducts and penetrations
- c) Lifts - lift machine room, including lift shaft
- d) Gas ignition burners, gas pipe flange connections for K1 to K10 (up to 1 m)
- e) Limestone management - electrical distribution, cable ducts, penetrations and silos
- f) Regulating stations and gas distribution systems - space within a radius of 10 m
- g) Bitumen roofs

1.2 Workplaces with risk of explosion

- a) Coaling
 - ❖ Roll-out trolleys at the fuel intake from the UUK and within a 1 m radius around them
 - ❖ M4, M3, M13 belt conveyor bridge
 - ❖ Corner tower - upper floor, middle floor, around tensioning station, lower floor
 - ❖ Separating tower - upper floor, floor by the pump, floor by the M2, M12 belts, space of M2, M12 tensioning stations area
 - ❖ Surroundings of M2, M1, M12, M11 belts within a radius of 1 m
 - ❖ Roll-out trolleys
 - ❖ Overflows
 - ❖ Fuel feeders and overthrow rotor feeders
 - ❖ Fuel storage tanks in the boiler house
- b) Dimension +7.70 m - fuel lines into boilers
- c) Industrial vacuum cleaner - suction nozzle with hose, stable piping, hopper, cyclone and inlet pipe

1.3 Risky points when working in confined spaces

- a) Boiler cylinders (drums)
- b) Expanders
- c) Aerators

- d) Blower room

2. Coal landfill (External Coal Management - EUHO)

At the following workplaces, a “V” ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION shall be issued to carry out the work referred to in Article 2 of this Decision:

2.1 Workplaces with Increased Risk of Fire and Explosion

- a) The entire coal dump area, including the roof and the fuel unloading area from the rail transport
- b) External Coal Management's deep reservoir
- c) Towers 2, 3, 4
- d) Coaling belts PD4, PD4a, PD5, PD6, PD7
- e) Substation
- f) Coal-dust water treatment plant
- g) Industrial vacuum cleaner, including outlet pipe, flange for extraction to tank motor vehicle (into explosive environment)
- h) Above-ground petrol station
- i) Sorter
- j) Crusher

3. Engine Room

At the following workplaces, a “V” ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION shall be issued to carry out the work referred to in Article 2 of this Decision:

3.1 Workplaces with Increased Risk of Fire

- a) Production block
 - ❖ Oil tanks of turbo machinery, including spaces under tanks and oil lines
 - ❖ Oil pumps, turbine oil coolers
 - ❖ Oil management of feed pumps
 - ❖ Central control room
 - ❖ Hot water pipelines Most - pipeline penetration from the production unit to VS MOLI
- b) VS MOLI hot-water exchanger station - frequency converter substation
- c) Cooling Towers - Built-ins
- d) Chemical and thermal water treatment ČHTÚV - cyclohexylamine dosing in the area near the refill tank of the hot-water pipes DNC +0,20 m
- e) Chemical water treatment plant ČHÚV (demi-station) - cable distribution, including control room
- f) Pumping station of AKU accumulation tank - switchboards, cable rooms, substation
- g) Cooling water pumping station - switchboards, cable rooms, substation
- h) Lifts, cranes - machine room and lift shafts
- i) Bitumen roofs
- j) Cable spaces

3.2 Risky Points When Welding in Confined Spaces

- a) Supply tanks
- b) Raw water tanks
- c) Refill tanks for hot water pipelines
- d) Demineralized water tanks (storage tanks, collector, degassing tank)
- e) Condensate collection tanks
- f) Condensers
- g) Basic heaters, high-end heaters
- h) Expanders
- i) Turbomachinery heaters
- j) Chemical water treatment plant ČHÚV (demi-station) - air tanks, neutralization tanks, waste water tanks, chemical storage tanks, ion exchange vessels, sumps
- k) Sand filters
- l) Sumps at all workplaces (catch basins and waste pits)
- m) Larger diameter piping for indoor work (refrigeration series)

4. Electro

At the following workplaces, a “V” ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION shall be issued to carry out the work referred to in Article 2 of this Decision:

4.1 Workplaces with Increased Risk of Fire

- a) Transformers - transformer vaults, reactor vaults
- b) Cable ducts - cable ducts pass-through and non-pass-through
- c) KYI and KYII accumulator stations, secured sources of power supply for backed-up appliances
- d) Substations 110 kV, 35 kV, 6 kV, 0,4 kV, including secondary substations
- e) Electric control room
- f) Servers
- g) Diesel aggregate
- h) Bitumen roofs

5. Company Administration

At the following workplaces, a “V” ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION shall be issued to carry out the work referred to in Article 2 of this Decision:

5.1 Workplaces with Increased Risk of Fire

- a) Main warehouse
- b) Oil storage
- c) Tyre storage
- d) Gas storage
- e) Waste warehouse
- f) Chemical laboratories + gas storage
- g) Central filing room
- h) Servers
- i) Bitumen roofs
- j) Garages
- k) Sewers and sewage pits

6. Central Heat Supply

At the following workplaces, a “V” ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION shall be issued to carry out the work referred to in Article 2 of this Decision:

6.1 Workplaces with Increased Risk of Fire

- a) Primary and secondary heat distribution in the protection zone of other pipelines (gas, ethylene, etc.) - overhead lines of heat feeders and backbone lines, collectors, heat exchangers, etc.
- b) Bitumen roofs
- c) Underground piping in heating ducts and collectors
- d) Equipment containing flammable or combustible substances
- e) Sumps
- f) Garages

7. Other Premises with Regard to Increased Risk of Occupational Health Hazards (Hazardous Area) and Increased Risk of Fire

At the following workplaces, a “V” ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION shall be issued to carry out the work referred to in Article 2 of this Decision:

- a) Fully or partially enclosed spaces or spaces below ground level in which there is a risk of at least one of the following: hazardous oxygen concentration; accumulation of toxic, flammable or explosive substances; restricted entry or exit; temperature above 60° C. Examples of such spaces:
 - ❖ Storage facilities for bulk, liquid or gaseous materials
 - ❖ Production equipment
 - ❖ Railway tanks and tank trucks
 - ❖ Industrial, rainwater, sewage and water supply network, sewage pits, sewage treatment plants, septic tanks, canals
 - ❖ Underground shafts
 - ❖ Cable channels
 - ❖ Excavations
- b) Buildings and administrative facilities of 7 or more storeys or 4 or more storeys, unless these buildings have protected escape routes.

ORDER TO CARRY OUT WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION "V" ORDER

ORDER number:
KPV /

The number of the relevant work order:

A. Order to carry out work with increased risk

A1. Workplace:

A2. Work description:

A3. Type of increased risk: FIRE EXPLOSION

A4. Validity of the Order: from (date, time) to (date, time)

A5. Terms and Conditions of the ORDER Issuer:

A6. Issuer of the ORDER (name, date, time, signature):

A7. Head of the Workplace (name, date, time, signature):

B. Persons directly controlling and performing the work

B1. Work Supervisor (company, name, date, time, signature):

B2. Persons carrying out the work are demonstrably familiar with the hazards at the workplace, the method of securing the workplace and the manner in which the work is carried out, the ways and means of protection against hazards, escape routes, etc.

Name:	Eligibility document number*):	Date, time:	Signature:
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1/

2/

3/

4/

5/

*)If the work requires special qualifications (e. g. for welding).

C. Fire safety measures ordered

C1. Technology used for the work:

C2. Fire safety measures ordered:

C3. Protective and emergency response equipment in the event of an explosion hazard:

C4. Fire supervision is ordered during the work NO / YES:

Name:	Date, time, signature:	Name:	Date, time, signature:
1/		2/	

C5. Measures to ensure OSH at work:

C6. Measures C1-C5 were ordered by the Work Supervisor (date, time, signature):

C7. Fire assistance is ordered during work NO / YES - Designated form, scope, technical means and persons:

Name:	Date, time, signature:	Name:	Date, time, signature:
1/		2/	

C8. Measures C1-C7 were approved, F1, F2 were determined by the Fire Safety Measures Approval Officer (name, date, time, signature):

D. Permission to carry out work, handover of the workplace for the work

D1. The work has been authorised and the workplace handed over by the Head of the Workplace (date, time, signature):

D2. The workplace has been taken over by the Work Supervisor (date, time, signature):

E. Completion of work, taking over the workplace after the work has been carried out

E1. Notification by the Work Supervisor of the termination of work (date, time, signature):

E2. The workplace has been taken back by the Head of the Workplace (date, time, signature):

E3. The Head of the Workplace reported the completion of the work to initiate the subsequent fire supervision (name of recipient, date and time of report):

F. Fire supervision of the workplace after the work has been carried out

F1. Designated supervision time (hours):

F2. Frequency of supervision:

F3. Records of post-work fire supervision at the workplace

Name:	Date, time, signature:	Name:	Date, time, signature:
1/		4/	
2/		5/	
3/		6/	

Annex 3 Principles for the correct documentation of the time and material in the form of the ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION “V” ORDER

1. Principles of Correct Documentation of Time and Material

- a) Each ORDER form must be uniquely and unmistakably marked so that the marking indicates its affiliation with the ORDER book V (OBL) of a particular ORDER Issuer, the serial number of the ORDER issued within that OBL, and its affiliation with a work order. Once **established, the markings must be strictly adhered to.**

Example of the marking of the ORDER form:

KPV/SI-2015/1-01

KPV = indication that it is a ORDER Book V

SI = indication that the holder of the ORDER Book V (i. e. the ORDER Issuer) is the Shift Engineer (SI)

2015/1 = indication that this ORDER Book V was created (opened) in 2015 and it is Volume 1 in 2015

01 = the serial number of the ORDER issued under this particular ORDER book V

- b) The ORDER shall be executed in triplicate by transcribing from the original to the copy. The corresponding entries in the original and the copies must be identical. The handling of the ORDER during and after the work is specified in the relevant paragraphs of this Decision. The issuer of the ORDER shall retain the forms in the prescribed manner for a period of 1 year.
- c) Entries must be made in block letters, legibly, clearly and understandably. If the hazard type is selected, the unsuitable item is crossed out.
- d) The records must be permanent, and the original and copies must be reproducible, so it is recommended that a ballpoint pen with blue ink be used to complete the records.
- e) Corrections are made by simply crossing out the text so that it is still legible and inserting the correct text. Only the author of the original record has the right to correct errors and authorises the correction by his signature.
- f) The descriptions of the technologies used and the measures ordered must be clearly and comprehensibly defined according to professional terminology based on the applicable operational documentation. Abbreviations are given according to the established and valid list of abbreviations. The use of undefined abbreviations is prohibited.

2. Contents of the form ORDER FOR WORK WITH INCREASED RISK OF FIRE AND/OR EXPLOSION "V" ORDER and record keeping

Order header

Item: ORDER number

The record is made by: Issuer of the ORDER

Content of the record: The affiliation to the ORDER Book of the relevant ORDER Issuer, the serial number of the ORDER issued and the affiliation to the work order.

Item: Number of the relevant work order

The record is made by: Issuer of the ORDER

Content of the record: Identification of the work order on the basis of which the ORDER is issued

A. Order to carry out work with increased risk

Item: A1. Workplaces

The record is made by: Issuer of the ORDER

Content of the record: •Unambiguous identification of the workplace/equipment where the work is carried out

Item: A2. Work description

The record is made by: Issuer of the ORDER

Content of the record: •A clear specification of the work being performed

Item: A3. Type of increased risk: FIRE EXPLOSION

The record is made by: Issuer of the ORDER

Content of the record: •Designation of the type of increased risk (select as appropriate, delete as appropriate) according to the Employer’s current list of workplaces in Annex 1 where activities with an increased risk of fire and/or explosion are carried out and an ORDER is issued for the work

Item: A4. Validity of the Order from (date, time) - to (date, time)
The record is made by: Issuer of the ORDER
Content of the record: •Time limitation of the validity of the issued ORDER

Item: A5. Terms and Conditions of the ORDER Issuer
The record is made by: Issuer of the ORDER
Content of the record: •Special conditions for permitting and carrying out the work, if specified by the ORDER Issuer

Item: A6. Issuer of the ORDER (name, date, time, signature)
The record is made by: Issuer of the ORDER
Content of the record: •Name of the ORDER Issuer; •Date and time of issue of the ORDER; •Signature record of the ORDER Issuer

Item: A7. Head of the Workplace (name)
The record is made by: Issuer of the ORDER
Content of the record: •Name of the Head of the Workplace designated by the ORDER Issuer

Item: A7. Head of the Workplace (date, time, signature)
The record is made by: Head of the Workplace designated by the ORDER Issuer
Content of the record: •Date and time of familiarization of the Head of the Workplace with the defined period of work execution (validity of the ORDER), with any conditions of the ORDER Issuer for authorization and execution of work; •Signature record of the Head of the Workplace

B. Persons directly controlling and performing the work

Item: B1. Work Supervisor (company, name)
The record is made by: Issuer of the ORDER
Content of the record: •Contractor's Business Name for Contractor's Work Supervisor; •Name of the Work Supervisor

Item: B1. Work Supervisor (date, time, signature)
The record is made by: Work Supervisor
Content of the record: •Date and time of familiarization of the Work Supervisor with the defined period of work execution (validity of the ORDER), with any conditions of the ORDER Issuer for authorization and execution of work; •Signature record of the Work Supervisor

Item: B2. Persons carrying out the work (Name; Eligibility Document Number*)
The record is made by: Work Supervisor
Content of the record: •Names of the persons carrying out the work; •If (e. g. for welders) a special professional competence is required for the work, the numbers of their professional competence documents

Item: B2. Persons performing the work (Date, time; Signature)
The record is made by: Persons performing the work
Content of the record: •Date and time when persons carrying out the work were demonstrably made familiar with the hazards at the workplace, the method of securing the workplace and the method of carrying out the work, the ways and means of protection against hazards, escape routes, etc.; •Signature record of the familiarized persons

C. Fire safety measures ordered

Item: C1. Technology used for work
The record is made by: Work Supervisor
Content of the record: •Accurate identification of the technology to be used for the work

Item: C2. Fire safety measures ordered:
The record is made by: Work Supervisor
Content of the record: •Exact specification of measures ordered to ensure fire safety of the workplace

Item: C3. Protective and emergency response equipment in the event of an explosion hazard
The record is made by: Work Supervisor
Content of the record: •Exact specification of measures ordered to ensure the safety of the workplace against explosion

- Item: C4. Fire supervision is ordered during the work (NO / YES; Name)
The record is made by: Work Supervisor
Content of the record: •For selecting the option select the suitable option, delete the unsuitable option. •If the option is YES, the names of the designated Fire Supervisors during the course of the work shall be specified
- Item: C4. Fire supervision is ordered during the work (Date, time, signature)
The record is made by: Designated persons of Fire Supervision during work
Content of the record: •Date and time when the Fire Supervision persons were demonstrably made familiar with the workplace and adjacent premises, the nature of the work to be carried out, the fire safety precautions ordered, the operation of designated fire fighting equipment, the duties of the Fire Supervision and other circumstances relevant to proper fire supervision during the course of the work; •Signature record of the familiarized persons
- Item: C5. Measures to ensure OSH at work
The record is made by: Work Supervisor
Content of the record: •Description of occupational health and safety measures (e. g. designated personal protective equipment, etc.)
- Item: C6. Measures C1-C5 ordered by Work Supervisor (date, time, signature)
The record is made by: Work Supervisor
Content of the record: •Date and time when the Work Supervisor completed the assessment of fire safety conditions at the workplace and determination of measures; •Signature record of the Work Supervisor
- Item: C7. Fire assistance is ordered during the work NO / YES - Designated form, scope, technical means and persons (Name)
The record is made by: Fire Safety Measures Approval Officer
Content of the record: •For selecting the option select the suitable option, delete the unsuitable option. •If YES, indicate the form, scope, technical means of Fire Assistance and names of designated persons of the Fire Assistance
- Item: C7. Fire assistance is ordered during the work (Date, time, signature)
The record is made by: Designated persons of Fire assistance
Content of the record: •Date and time when the Fire Assistance persons were demonstrably made familiar with the workplace and adjacent premises, the nature of the work to be performed, the fire safety precautions ordered, the duration of the assistance, and other circumstances relevant to the proper performance of the assistance; •Signature record of the familiarized persons
- Item: C8. Measures C1-C7 approved, F1, F2 determined by Fire Safety Measures Approval Officer (name, date, time, signature)
The record is made by: Fire Safety Measures Approval Officer
Content of the record: •Name of the Fire Safety Measures Approval Officer; -Date and time that the Approver approved the ordered measures and established Fire Control of the workplace after the work has been performed; •Signature record of the Approver

D. Permission to carry out work, handover of the workplace for work

- Item: D1. The work was authorised and the workplace handed over by the Head of the Workplace (date, time, signature)
The record is made by: Head of the Workplace
Content of the record: •Date and time when the Head of the Workplace after checking that fire safety measures have been implemented, handed over the workplace to the Work Supervisor and authorised the commencement of work; •Signature record of the Head of the Workplace
- Item: D2. The workplace was taken over by the Work Supervisor (date, time, signature)
The record is made by: Work Supervisor
Content of the record: •Date and time when the Work Supervisor took over the workplace to perform the work from the Head of the Workplace; •Signature record of the Work Supervisor

E. Completion of work, taking over the workplace after the work has been carried out

- Item: E1. Notification by the Supervisor of the termination of work (date, time, signature)
The record is made by: Work Supervisor
Content of the record: •Date and time when the Work Supervisor notified the Head of the Workplace of the termination of the work; •Signature record of the Work Supervisor
- Item: E2. The workplace has been taken back by the Head of the Workplace (date, time, signature)
The record is made by: Head of the Workplace
Content of the record: •Date and time when the Head of the Workplace took over the workplace from the Work Supervisor after completion of the work and after the condition check; •Signature record of the Head of the Workplace
- Item: E3. The Head of the Workplace reported the completion of the work to initiate the subsequent fire supervision (name of recipient, date and time of report)
The record is made by: Head of the Workplace
Content of the record: •Name of the person notified by the Head of the Workplace to stop work to commence the Post-Work Fire Supervision of the Workplace; •Date and time of notification (this time is considered the start of the time of the Post-Work Fire Supervision of the Workplace)

F. Fire supervision of the workplace after the work has been carried out

- Item: F1. Designated supervision time (hours)
The record is made by: Fire Safety Measures Approval Officer
Content of the record: •The total time of Fire Supervision of the workplace after the work has been carried out, but not less than 8 hours. The start of the time period is considered to be the time when the Head of the Workplace has reported the end of work for the commencement of Fire Supervision in Item E3.
- Item: F2. Frequency of supervision
The record is made by: Fire Safety Measures Approval Officer
Content of the record: •Specified frequency of supervision within the specified total supervision time (e. g. once every 2 hours)
- Item: F3. Records of post-work fire supervision of the workplace (Name, Date, Time, Signature)
The record is made by: Designated persons for the post-work fire supervision of the workplace who physically inspect the workplace after work is completed
Content of the record: •Name of the Fire Supervision person after the work has been performed; •Date and time of the physical inspection of the workplace; •Signature record of the Fire Supervision person