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ORLEN Unipetrol RPA s.r.o. (without branches)

EXCAVATION AND FIELD WORKS, TERRAIN MODIFICATIONS

Approved by:

Company executive

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1 Purpose

The directive specifies the procedure and conditions for permitting and implementing excavation works, field works and terrain modifications (hereinafter referred to as an "excavation") on the fenced area of Chempark Záluží. Furthermore, it also specifies conditions for its subsequent use. The procedures and conditions for permitting excavations outside of the fenced area can be replaced by similar systems that correspond to the legislative and normative requirements and requirements stated in Articles 4.6 and 4.11 of this directive. The procedures stated in this Directive do not replace the procedures for field works stated in Directive 704, "Using the Company Area", which form a part of the investment activities or technological changes, which result in changes or implementations of new routes and underground distribution lines.

2 Scope of Validity

The Document is valid in the following marked companies/branches:

- ORLEN Unipetrol RPA s.r.o. BENZINA, odštěpný závod
 POLYMER INSTITUTE BRNO, odštěpný závod

This issue replaces Directive 372, "Excavation and Field Works, Terrain Modifications", Issue 4, dated 06/09/2021.

Directive 372 "Excavation and Field Works, Terrain Modifications" is valid only in the Chempark Záluží area.

The requirements for excavation, field works and field modifications at the Kralupy Chemical Plant are set out in Annex E of Directive 402 "Safety Rules for Workers of Other Organisations".

The Directive is binding for external suppliers (contractors and subcontractors).

The Directive is available to external suppliers (contractors and subcontractors) via the Internet:

<https://www.unipetrolrpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx>

3 Terms, Definitions and Abbreviations

Geological works	- Geological research and survey.
Geological research	- Set of works, objective of which is to explore the origin and impacts of individual geological processes, and to assess and to document geological structure of the given area, its elements and applicable rules.
Geological survey	- It includes purposefully oriented geological works, which explore the given area in details that exceed geological research. Based on the purpose of the given works, we can assign the works to one of the following categories: deposit surveys, surveys for special intervention to the Earth's crust, hydrogeological surveys, engineering and geological surveys, and surveys of geological factors that have an impact on the environment.
Unknown underground object	- Unknown (unmapped) underground utility network lines or another underground object.
Subsequent user	- Physical person or legal entity that will use the excavation upon the completion of the works by the original user.
Underground object	- An underground utility line, remediation technology or another underground object.
Company	- ORLEN Unipetrol RPA s.r.o.
Terrain modifications	- Field works that substantially change the appearance of the terrain, surface treatment of the terrain that does not create a ground object (application of gravel, laying of panels, raising the existing surface).
User	- Physical person or legal entity that uses the given excavation.
Excavation	- Field works conducted below the terrain level.

Excavation and field works (excavation) -	Works that result in a formation of a ground object, which is formed by breaking rocks, collecting spoil and its discarding or loading on transportation equipment, while simultaneously creating slopes and bottoms, which can also be levelled or reinforced with timbering.
Field works	- Works related to terrain excavations, raising or sloping.
Ground object	- A construction work resulting from field works. Ground objects are formed by excavations, while simultaneously forming slopes and bottoms, which can be levelled and reinforced with timbering.
BA	- Security agency.
ČIŽP	- Czech Inspection of the Environment.
MVP	- Monitoring of the excavation works
HZS	- Fire rescue unit.
JESL	- Energy services unit.
UFAM	- Facility management division (locality).
LDS	- Local distribution system.
UBEZ	- Safety Department – ORLEN Unipetrol RPA s.r.o.
UKOB	- Control and security division.
SEZ	- Old ecological burden, ecological defect.
OZIP	- Environmental protection department, EKO unit.
PkP	- Written work permit.
PkV	- Excavation permit.
AMI application	- An application with borehole databases and analyses, comprehensive database of all available data on the geology and chemistry of groundwater
OSBA	- Department of Buildings and Grounds Management
UVHO	- Water Management Section

4 Excavation

4.1 Issuing Excavation Permits

- 4.1.1 Any excavations on the premises of Chempark Záluží can only be implemented in compliance with Directive 465, "Issuing Work Permits", and under the conditions specified in this directive.
- 4.1.2 The process for issuing work permits is specified in Directive 465, "Issuing work permits". The process for issuing PkV is described in this directive. To issue written PkV permits, the unified form included in Appendix A to this directive is used.
- 4.1.3 PkV is issued by the excavation ordering party in cooperation with the given excavation Contractor, designated permit editor and the main permit editor. No excavation works can commence without a valid PkV.
- 4.1.4 PkV can be valid for up to 6 months. PkV is archived by the given excavation ordering parties for a period of 1 year after the given PkV termination. Should an extraordinary event (such as an injury, fire, explosion or accident) occur while working, UBEZ archives the corresponding PkV as a part of the extraordinary event investigation documentation for 5 years.
- 4.1.5 No PkV is required when there are risks arising from a delay. The works in question are related to averting threats to life and health of people, to averting damages to the environment and to preventing damages to assets (such as defects of cables assigned to a repair importance of level 1).

The following are the conditions, fulfilment of which is necessary prior to commencing the works:

- a) their approval by the main permit editor (or by a properly authorised person, such as a shift manager in the given district, outside of the working hours).
- b) notification about the commencement and end of the limitation or suspension of the corresponding road passability to:

COMPANY CONTROL ROOM	Phone number: 3111, 3112
FIRE RESCUE UNIT	Phone number: 6814
CONTROL AND SAFETY DIVISION	Phone number: 3940
DEPARTMENT OF BUILDING AND GROUNDS MANAGEMENT	Phone number: 3857
SECURITY AGENCY	Phone number: 5865

- c) compliance with the conditions specified as a part of the standard issue of the given PkV (especially in relation to the spatial layout drawing of the given excavation with all related underground objects, or excavation routes and an exact specification of the given defect locations),
- d) proper PkV issued subsequently as soon as possible.

4.2 Participants of the PkV Permit Proceedings

4.2.1 Main permit editor

- 4.2.1.1 Corresponding district manager pursuant to Directive 704, "Using the Company Area", on which the excavation is implemented.
- 4.2.1.2 The main permit editor is obliged to make sure that all the applicable conditions determined in the given PkV are complied with, and to regularly check fulfilment of the specified requirements.
- 4.2.1.3 The main permit editor is obliged to fully and truthfully inform about the situation in the excavation area, to warn about possible risks and to determine obligatory conditions for conducting the given works. When the obligatory conditions are specified in the given PkV, the conditions do not have to be stated in the corresponding PkP pursuant to Directive 465, "Issuing work permits".
- 4.2.1.4 Other obligations of the main permit editor:
 - making continuously sure, as a preventive measure for conducting excavation works on underground distribution lines, that there is no material stored on underground distribution lines, i.e. at the locations of special circuits. The main permit editor is also responsible for immediately freeing the excavation area when there is material stored or placed there,
 - allowing company employees who conduct MVP to access the district area, at which the field works are being conducted, and not endangering MVP by the activities of its unit
- 4.2.1.5 The main permit editors has the right and is obliged to suspend or terminate activities of the Contractor when the specified conditions change or are not complied with. The main editor is obliged to communicate these facts to the Client.
- 4.2.1.6 When the excavation affects multiple districts, an PkV can be issued for each district separately or an overall PkV, approved by all main permit editors, can be issued. The obligations of the main permit editor are then always specified for its district.

4.2.2 Excavation ordering party (hereinafter referred to as the "Client")

Person designated by the manager of the unit that initiated the activities, a part of which is formed by an excavation. This person can even be a representative of an external entity based on properly concluded contractual relations.

- 4.2.2.1 Prior to commencing the excavation, the Client is obliged to issue the corresponding PkV together with a drawing of the excavation's spatial layout, including all underground objects, including boreholes. As a part of the PkV issuing process, all specified permit editors and the main permit editor must be contacted.
- 4.2.2.2 Furthermore, the Client is also obliged to:
- a) make sure that all the conditions determined in the given PkV are complied with, and regularly check fulfilment of the given requirements,
 - b) suspend or terminate activities of the excavation Contractor when the specified conditions change or are not complied with,
 - c) terminate PkV upon changes of the specified conditions. When some of the specified conditions are not required anymore or when they have been replaced by another effective measure, the works can continue, provided this fact is recorded on the PkV form. Such records must include the date and signature of the Client who made the change on the form;
 - d) demonstrably acquaint the excavation Contractor with the conditions specified by individual permit editors in PkV and with the necessity to monitor compliance with the specified requirements even by the corresponding subcontractors,
 - e) ensure that the site temporary landfill is sufficiently spacious for the temporary landfill of the excavation assessed by the company providing MVP; the site temporary landfill must be secured against secondary spreading of contamination onto clean ground in the case of excavation of contaminated soils.
 - f) notify of the beginning and end of the limitations or suspension of the passability of the affected roads pursuant to Article 4.1.5(b),
 - g) map the real condition of all mapped items that were created or changed when conducting the excavation. All survey measurements of the given underground objects must be conducted prior to refilling the excavation. A list of the mapped items and the rules for conducting, processing and submitting the corresponding survey measurements are included in Directive 751 "Facility Management Information System". The Client is obliged to submit the documents related to the survey measurements to the UFAM, which inspects them. No approval to refill the excavation can be issued without the UFAM approval,
 - h) ensure identification of unknown underground objects in cooperation with the permit editors, and to immediately inform the UFAM, which conducts the necessary survey measurements,
 - i) immediately inform the appropriate permit editor when an underground object owned or managed by this permit editor becomes damaged during the excavation works, and consulting the proper remedy method with the permit editor,
 - j) ask a representative of the LDS administration to inspect the installed cables and cable routes prior to refilling the excavation upon the completion of the construction works,
 - k) ask a representative of Water Management – Water Distribution and Sewerage Section to inspect the insulation and the installed distribution lines prior to refilling the excavation upon the completion of the construction works at the water and sewer line locations,
 - l) invite representatives of the OSBA administration to determine the final shape of the areas affected by the excavation prior to commencing landscaping on unpaved areas,
 - m) after the completion of construction works in the road site, invite the OSBA administration representative to inspect the earth plain (its compaction to $E_{def2} \min 45 \text{ Mpa.}$) and determine the composition of the road construction layers. Furthermore, observe the technological procedures for excavation and backfilling in existing roads according to (Technical Conditions of the Ministry of Transport TP146).
 - n) inspect the excavation location and making sure the specified conditions, including worksite cleaning by the excavation Contractor, are complied with,
 - o) ensure that the output data from the IG survey and drilling work is handed over to the UFAM representative (the territorial master plan) for the purpose of entering the data into the AMI application,
 - p) ensure visual inspection of the condition of the above-ground part of the boreholes, if any, at the Contractor's site before commencement and after completion of the works. The Client is obliged to indicate in writing in the excavation permit the result of the inspection of the condition of the boreholes before the

start and after the completion of the works. In case of doubts about the condition or protection of the boreholes, the Client may invite the OZIP representative. In the event that the borehole is damaged, contaminated or destroyed in connection with the CONTRACTOR's activities, notify OZIP immediately.

4.2.3 Excavation Contractor (hereinafter referred to as the “Contractor”)

- 4.2.3.1 Representative of the legal entity that conducts field works based on a contractual relation with the Client. Person authorised to manage the works.
- 4.2.3.2 The Contractor is responsible for complying with the specified measures and conditions even for its subcontractors, if any.
- 4.2.3.3 Furthermore, the Contractor is also responsible for:
- a) compliance with the legislative and normative requirements, contractual requirements and contractually obligatory regulations,
 - b) the condition and use of the applied means in compliance with the conditions specified by the manufacturer and in compliance with the legislative and normative requirements,
 - c) quality and implementation of the specified scope of work,
 - d) conducting works only by properly technically and medically qualified persons,
 - e) adopting measures arising from the activities conducted, managed and coordinated by the Contractor,
 - f) demonstrably acquainting all persons who conduct the given activities with the specified measures and conditions, possible risks, and work location and implementation manner,
 - g) geological survey prior to the commencement of the actual excavation works when the given local geological and hydrogeological conditions and physical and mechanical characteristics of the affected soil are not known and when it is not possible to adopt measures that would eliminate all possible risks related to the life and health of people,
- Note:
- In the Chempark Záluží area, a database of boreholes is imported in the information system about the area (ISA) – see Directive 751 “Facility Management Information System” and is supplemented by available geological documentation of the relevant boreholes drilled on the premises, including chemical analyses of the soil from the drill cores of some boreholes and probes and analytical outputs of groundwater monitoring on the premises.
- h) implementation of continuous inspections conducted with the objective to make sure that the specified conditions are fulfilled,
 - i) regular technical inspections and necessary maintenance of the used barriers, railings, casings, bridges, bypasses, crosses, safety symbols, marking and signals, and, if applicable, other equipment that is used for providing the safety of people at the excavation,
 - j) excavation inspection prior to commencing the excavation works based on the requirements of the excavation user,
 - k) suspending or terminating given activities when the specified PkV or PkP conditions change or are not fulfilled, and notifying the Contractor about this fact,
 - l) suspending given activities upon a discovery of an unknown underground object and notifying the Contractor about this fact. The works cannot be restarted without the approval of the Client,
 - m) immediately suspending given activities upon a discovery of an item that could be a hidden explosive, and proceeding in accordance with the procedure specified in Article 4.5,
 - n) notification of the discovery of an unexpected outbreak of soil contamination or exposed groundwater in the excavation to OZIP representatives (occurrence of a petroleum product on the groundwater surface, occurrence of visibly contaminated soil with petroleum products),
 - o) marking the given area in compliance with the given legislative and normative requirements when road passability is limited or suspended,

- p) marking and securing the excavation in compliance with the given legislative and normative requirements and with the conditions stated in this directive,
- q) protecting the remediation facilities and boreholes shown on the plant base map from damage/destruction for the duration of the Contractor's operations. Prior to commencement of works, sufficient technical security must be provided to prevent damage or destruction of the boreholes. Technical security of the borehole means lining the borehole with a concrete ring laid on the terrain, preventing mechanical damage to the above-ground part of the borehole, e.g. during manipulation with heavy equipment, and placing a steel marker inside the ring with a height of at least 150 cm, with a distinctive coating to ensure sufficient visibility of the borehole location. In this way, all objects located on the construction site, or in the excavation and within the reach of the equipment used, or even on the temporary landfill of the soil, must be treated. In the event that the remediation facilities (distribution lines) are in direct collision with the excavation, ensure manual excavation in case of crossing – avoid damage during excavation by machinery. In the event of damage, the repair, cleaning or replacement of the borehole will be carried out by the Contractor in cooperation with a professional hydrogeological company at its own expense in accordance with the conditions and requirements of OZIP.
- r) conducting subsequent excavation inspections pursuant to the conditions stated in this directive,
- s) the Contractor is obliged to keep OZIP and representatives of the company providing MVP informed about the progress of excavation works and further progress.
- t) Before starting the excavation works, the Contractor shall verify the existence of all utility network lines (IS) in the area of interest and ensure their demarcation at its own expense, as well as secure positive opinions on the works from the owners or administrators of the IS concerned. In addition, prior to commencement of works, the Contractor shall, at its expense, provide for the marking out of existing utility network lines.
- u) The Contractor shall be responsible for submitting the documents for the preparation of PkV well in advance. The Contractor shall submit documents showing the spatial definition of the excavation, the expected depth of the excavation, the technology of excavation, the identification of routes and technology for transporting the soil to the temporary landfill or to another place specified by the Client, information on the handling of the excavation – temporary landfill, information on securing the slopes of the excavation against sliding (sloping, boarding, etc.)

4.2.4 Designated permit editors

4.2.4.1 Unexcludable permit editors:

Main permit editor	Corresponding district manager
ORLEN OCHRONA (IT systems and communications)	Phone number: 4455
Electro technologist of the given district	to be determined by the main permit editor
FIRE RESCUE UNIT	Phone number: 3010, 5155
FACILITY MANAGEMENT DIVISION	Phone number: 2837
LDS SECTION	Phone number: 4965, 6871
WATER MAINS AND SEWERAGE SYSTEM SECTION	Phone number: 2551
HZS	Phone number: 6814, 3000

4.2.4.2 Other permit editors when the excavation overlaps

the edge of a road or pavement or a location that is less than 2 meters away from the company fencing. In the event of a crossing of these spaces.	Department of Buildings and Grounds Management	Phone number: 3857
	CONTROL AND SAFETY DIVISION	Phone number: 3940

the edge of a road or pavement or a location that is less than 2 meters away from the company fencing. In the event of a crossing of these spaces.	Department of Buildings and Grounds Management	Phone number: 3857
	CONTROL AND SAFETY DIVISION	Phone number: 3940
Less than 5 meters from an edge of a bridge steel structure	Bridge and building maintenance section	Phone number: 3528
Unpaved areas (grass areas, gravel areas, etc.).	Department of Buildings and Grounds Management	Phone number: 3436
Less than 3 meters from the axis of a railway track or crossing	ORLEN Unipetrol Doprava s.r.o.	Phone number: 5343, 3395
	MONZAS – railway siding safety equipment	Phone number: 5111, 2584
A protective zone of a national or international ethylene or C4 fraction pipelines	Production team – warehouses and pipelines	Phone number: 4879
To the protective zone of a long-distance MEV and NEV telemetric cable	ORLEN OCHRONA (IT systems and communications)	Phone number: 4455
To the protective zone of the MEV and NEV low-voltage cables	MaR and electro PCH maintenance section	Phone number: 5744
The protective zone of the nitrogen pipeline in block 17 and 06	AIR PRODUCTS	Phone number: 4512 Fax: 476 614 146
The proximity of the ČD security cable at block 21, 22 and 31	ČD – OSŽT Ústí n/L, Most branch	Phone number: 476 455 532
The vicinity of the fibre optic cable in block 67 (from the eastern fence towards st. 6724 – new sampler) and along the fence of the tank farm o.z. Refinery, northwards to the road II/255	UPC ČR Mr Anatoil Drahoš	Phone number: 724608 031, 261107147 Email: anatoil.drahos@up c.cz
The vicinity of the fibre optic cable in block 28 (from the exit from the passage channel at st. 2843P southwards along the eastern side of st. 2844 to road “D”, along it to the west, through the underpass to the NW corner of building 2846 and further along the southern side of road “D” to st. 2825), in block 72 and 74 (from the fence south of st. 7231 northwards with a branch at the SW corner of st. 7221 under road “14” westwards and from the southern side to st. 7421, then from the branch northwards between road “14” and the western side of buildings 7221 and 7211 to the entrance to st. 7211). In block 67 from the eastern part of the fencing to st. 6714.	<u>Sloane Park Property Trust, a.s.</u> Mr. Jiří Přichystal <u>Address:</u> U Elektry 650, 190 00 Prague 9	Phone number: 602 193 862, 266 708 431 Fax: 266 708 405
	<u>Vegacom, a.s.</u> service and maintenance of the Sloane Park Property Trust, a.s. network <u>Address:</u> Šenovská 30/434, 182 03 Prague 8	Phone number: 266 000 666

The vicinity of the telecommunication cable in block 38 (from the entry to the premises at st. 3841, then in the eastern direction along the northern side of transformer station No. 257 – st. No. 3831, under road “B” northwards, along street “9” and buildings No. 2838 and 2837 all the way to the telecommunication department building, st. No. 2825)	Reference: <u>Request for comments</u>	www.o2.cz
The vicinity of the fibre optic cable of approx. 4.5 m in block 27 at foot No. 10 of the pipe bridge line 80 to the communication cable duct	ČEZ ICT Services Jiří Cimpel Děčín, Zbrojnická 16, 405 02	Phone number: 371102723, 602690801 Email: jiri.cimpel@cez.cz
	ČEZ ICT Services Vlastimil Koška Plzeň, Guldenerova 19, 326 00	Phone number: 411122269, 724636333 Email: vlastimil.koska01@c ez.cz
The vicinity of the fibre optic cable and the oil pipeline in block 67 (tank farm o.z. Rafinerie.) along the eastern fence from the south and around buildings 6713, 6714	MERO ČR, a.s., transfer station Mr Pavel Šefl – crude oil pipeline technician	Phone number: 602 563 315 Email: sefl@mero.cz
The area of OSEZ facility in use by JEKO, ÚVHO (marked “OSEZ-ÚVHO” on the maps)	JEKO, ÚVHO Wastewater section	Phone number: 476164640 736 505 290

- 4.2.4.3 The designated permit editors are obliged to make sure that all the conditions determined in the given PkV are complied with, and to regularly check fulfilment of the given requirements.
- 4.2.4.4 Furthermore, they are also obliged to fully and truthfully inform about the situation in the excavation area, to warn about possible risks and to determine obligatory conditions for conducting the given works. When the obligatory conditions are specified in the given PkV, the conditions do not have to be stated in the corresponding PkP pursuant to Directive 465, “Issuing work permits”. PkV forms an appendix to the given work permit.
- 4.2.4.5 The designated permit editors have the right and are obliged to suspend or terminate activities of the Contractor when the specified conditions change or are not complied with. They are obliged to communicate these facts to the Client.

4.3 Excavation Management

In the case of excavation works conducted on the premises of ORLEN Unipetrol, a.s., the conditions specified by the ČIŽP decision for remediation areas affected by old environmental burdens and by the valid projects and contracts must be complied with:

- all waste legislature conditions must be observed when conducting excavation works,
 - above-limit contaminated soil (debris) should not be returned to the excavation,
 - Carry out monitoring of soils (debris) by a professional Contractor, including ensuring that the monitoring results are compared with the limits set by ČIŽP, which are decisive for the determination of above- or below-limit pollution (not according to the limits of waste legislation).
- 4.3.1 In the context of construction preparation and planned repairs (not related to the removal of accidents and faults), in which the removal of soil and sublevel construction debris is expected, the Client is obliged to ensure the monitoring of excavation works well in advance before the commencement of the implementation of the action. The Client shall report by email to OZIP and to the company providing MVP the scope of activities where field works are expected to be carried out. Reporting is done by submitting a completed Form 1 “Excavation Works Report”, which is a separate appendix to this Directive. The Excavation Works Report form

is available on the company's website: <https://www.orlenunipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx>

- 4.3.2 Monitoring of excavation works is ensured and paid for by the Client on the basis of a direct order according to the framework contract with MVP Contractor, selected by the OZIP department for these activities. A direct order may only be issued by the person designated for operational liaison and work ordering in accordance with the appendix to the framework contract. Removal of above-limit contaminated soil or excess soil is paid for by the Client, unless otherwise provided for in the contract.
- 4.3.3 The Client is obliged to inform the company carrying out MVP by email about the date of commencement of field (demolition) works 2 days before their commencement. During the excavation works, the excavation Contractor is obliged to deposit the excavation on the site temporary landfill in the chronological order in which it is excavated. It is obliged to deposit visibly contaminated excavation separately from uncontaminated excavation. It is not permitted to mix excavations from excavations that are not from the same location. It is essential for MVP Contractor operations to deposit the excavation in such a way that it is possible to determine which part of the excavation it came from. The excavation is deposited on the site temporary landfill until the analyses of the collected samples and the interpretation of their results by MVP Contractor are carried out.
- 4.3.4 The MVP Contractor shall determine by organoleptic evaluation, atmogeochemical measurement, field leach test, and analytical evaluation whether the excavation is over- or under-contaminated.
- 4.3.5 The soil that the MVP Contractor identifies as under-contaminated soil during excavation may be returned to the excavation or may be provided by the Client within the site in consultation with OZIP. The soil to be used as backfilling material shall not contain parts of iron or wooden structures, cables, or other foreign material. Removal and disposal of excess soil will be provided by the Contractor at the Client's expense. The soil that meets the parameters for use at K4a by nature and level of contamination according to Article 4.3.4. may be used for backfilling after agreement with OZIP.
- 4.3.6 Soil marked by the MVP Contractor during excavation as above-limit contaminated soil must not be returned back to the excavation. The above-limit contaminated soil shall be handled as waste, i.e. it shall be handed over to a landfill or for biodegradation. Transport and liquidation of the soil should be organised and paid for by the Client.
- 4.3.7 The Contractor should be the originator of the waste occurred as a result of the excavation works, unless specified otherwise in the given contract or order.
- 4.3.8 The waste originator must record the incurred waste pursuant to the rules stated in Directive 445, "Waste and packaging rules".
- 4.3.9 When excavation works are conducted as part of an accident, the device owner, to whom the implementation of the excavation works are related (upon agreement with OZIP), can immediately ask the MVP Contractor to monitor the soil, with the stipulation that the device owner subsequently issues the corresponding order without any unnecessary delay in accordance with the framework contract.

4.4 Geological works

When implementing geological works, it is necessary to proceed in compliance with the legislative and normative requirements, particularly in compliance with Act No. 62/1988 Coll., on Geological Works and the Czech Geological Office, as amended, and with Regulation No. 368/2004 Coll., on Geological Documentation, and Regulation No. 369/2004 Coll., on Project Engineering, Implementing and Assessing Geological Works, Informing about Risk Geofactors, and on the Procedure for Calculating Reserves of Exclusive Deposits, as amended.

4.5 Hidden Explosives

4.5.1 What to do upon their discovery

Should an item that could be a hidden explosive be found, all persons at the finding location and its immediate surroundings are obliged to immediately suspend all work and to warn the other members of the given work group as well as the persons who are present in the near surroundings. Furthermore, these persons are also obliged to immediately inform the person authorised to manage the works.

The person who is authorised to manage the works or the person who found the suspicious item is obliged to:

- a) report it to the control room at the following number: 3111 or 3112 (the person should state a brief and factual description of the affected structure, street, unit, name, phone number, time and description of the suspicious item),

- b) prevent access by all persons,
- c) prevent any handling of the found item (handling of the found item is the exclusive responsibility of a pyrotechnician of the Police of the Czech Republic),
- d) record all work suspensions caused by finding of a suspected hidden explosive on the PKV.

4.5.2 Obligations of the company control room personnel:

- a) verifying information about found suspicious items,
- b) immediately notifying the commander of the BA and HZS unit via the operation centre,
- c) immediately notifying the manager of the district, in which the finding occurred,
- d) immediately notifying the Police of the Czech Republic about the finding,
- e) notifying the Director of UKOB of the finding,
- f) securing requirements, coordination and information in relation to the given intervention commander.

4.5.3 HZS obligations

It determines obligations and coordinates collaboration with the BA intervention unit via the intervention commander until the arrival of the given pyrotechnician of the Police of the Czech Republic.

4.5.4 BA obligations

Organises activities in accordance with the instructions of the intervention commander, pyrotechnician of the Police of the Czech Republic, and district manager.

4.5.5 Obligations of the district manager

Upon acquainting himself/herself with the finding and situation on the spot, the district manager is obliged to:

- a) notify all present persons and to take them away, to a safe distance from the finding,
- b) prevent entry of all persons to the endangered area,
- c) ensure safety of the employees who remain in the safety zone with the objective to maintain stability of hazardous operations or to shutdown production,
- d) participate (in cooperation with the members of the BA and HZS units) in the process of securing the finding location until the arrival of the given pyrotechnician of the Police of the Czech Republic (adopting security measures by the means of individual warning methods – marking the endangered area and safety zone using a transparent tape and “No entry allowed” signs, supervision of the endangered area),
- e) notify managers of the adjoining districts via the company control room if the given pyrotechnician of the Police of the Czech Republic determines that the item in question is an explosive.

Notice

The abandoned worksites must remain secured in a basic extent pursuant to the instructions of the corresponding managerial employees and in accordance with the operation conditions.

4.5.6 Resuming suspended works

Should work be suspended due to a finding of a hidden suspected explosive, its repeated permission is subject to approval by the given pyrotechnician of the Police of the Czech Republic and the main permit editor, utilizing the PKV form.

4.6 Excavation Usage

- 4.6.1 Excavations can only be used for the purposes, for which they were designed and implemented, and only after their full completion. Excavation must be furnished and secured in compliance with the given legislative and normative requirements.

- 4.6.2 Should the excavation not comply with the above-defined requirements, it must be marked with a "No entry allowed" sign pursuant to Article 4.6.6. The sign can even be used without an additional post with a text.
- 4.6.3 Excavations must be set aside by the Contractor to the given user for use. The Contractor should prepare a set aside protocol based on an expert inspection of the excavation, which confirms its completion and furnishing. The user should confirm acceptance of the excavation in the protocol.
- 4.6.4 A sample of the protocol is included in Appendix B to this directive.
- 4.6.5 The protocol must be placed at a visible location on an excavation boundary structure. The protocol must be protected against climatic conditions and it must be fastened to the structure in a safe manner. Fastening the protocol using wires or another manner that could injure people is prohibited.
- 4.6.6 A "No entry allowed" sign must be placed below each protocol, making sure it is overlapped by the protocol. Upon collecting the protocol, the excavation is then automatically marked with a "No entry allowed" sign.

4.7 Excavation Usage by Another User

- 4.7.1 Should the excavation be simultaneously used by other users, a written approval of the excavation user must be requested. The approval forms a part of Appendix C to this directive. Other users are obliged to submit the form to the excavation user in two identical copies. Once the approval is granted, the other user retains the original and the user retains the copy. The given excavation usage approval must be available during the entire time the excavation is used.
- 4.7.2 The user who allowed the excavation to be used by another user is obliged to ensure coordination of the work activities in the excavation in compliance with its designation and operation safety. Should the user issue an approval to multiple other users, the user must designate a person who will coordinate work activities in the excavation.
- 4.7.3 The above-stated stipulation does not apply to visual inspection activities of the owners of individual underground objects, conducted with the user being aware of them, with the stipulation that the excavation is marked with a protocol that demonstrates its safe use.

4.8 Excavation Usage by a Subsequent User

- 4.8.1 When the user terminates its works in the excavation and the excavation is used by a subsequent user, the user collects the protocol and hands it over to the Contractor. The Contractor assesses the condition of the excavation and transfers it to the subsequent user. When transferring the excavation, the Contractor furnishes the excavation with a valid protocol.

4.9 Excavation Inspection by the Contractor

- 4.9.1 The excavation must be subjected to regular technical inspections organised by the Contractor at least once a month.
- 4.9.2 If extraordinary circumstances have arisen that may have had an adverse effect on the safety of the excavation (e.g. adverse weather conditions), the professional inspection must be carried out immediately after the condition has passed.
- 4.9.3 Individual inspections should be recorded directly to the protocol.
- 4.9.4 Should any faults be discovered, proceed pursuant to Article 4.10.2.

4.10 Excavation Inspection by Persons Who Use the Excavation

- 4.10.1 Persons who use the excavation should always briefly inspect the excavation as a whole prior to commencing their work. The main subject of such an inspection is to make sure the excavation structures are complete (boarding, accesses). Should any defects or unauthorised modifications be discovered, the Contractor should be immediately notified.
- 4.10.2 The given person should then remove the protocol from the given excavation. The excavation will thus automatically be marked with a "No entry allowed" sign until the given deficiency is fixed. The same procedure should be applied if there is a risk associated with frost, snow, spillage of an industrial liquid, etc. The person should immediately hand the collected protocol over to the Contractor.

4.11 Prohibited Activities

- a) the excavation should not be entered by persons who do not conduct any work activities there as a part of their job descriptions and by persons who do not obtain the corresponding permit from the excavation user,
- b) entering unsecured excavation when the excavation is marked by "No entry allowed" signs or even without signs,
- c) entering the excavation by persons without a permanent surveillance conducted by a person outside of the excavation. Should there be multiple work locations in the excavation, a sufficient number of surveillance persons must be delegated, making sure the surveillance persons can oversee all persons in the excavation,
- d) putting loads on the excavation protection elements,
- e) placing excavated soil or material within 1 m from the edge of the excavation. Should the space possibilities be limited (for example, in the proximity of buildings), excavated soil can be placed closer. In this case, additional measures that prevent possible landslips of the excavated soil to the excavation must be adopted (such as barriers, geotextiles, etc.),
- f) placing mechanisation equipment within 2 m from the edge of the excavation, with the exception of cases when the excavation wall stability is ensured in the manner specified in the project documentation or technological procedure,
- g) conducting any modifications of the excavation and its equipment, with the exception of temporary removal of safety barriers with the objective to allow access to the excavation (the safety barriers must be put back in their original condition upon the work termination),
- h) using the excavation for other activities than the specified ones,
- i) using protective elements of the excavation when entering or leaving the excavation,
- j) entering or leaving the excavation outside of the locations that have been established and furnished for a safe entry and safe exit of the excavation. Such furnishing includes ladders, stairs or slanted ramps. On a ramp surface with a slope greater than 1 : 5, slip-resistant rails or stops must be transversely fixed.
- k) nobody should be present in the endangered area (maximal radius of the machine equipment increased by 2 meters) when the excavation works are simultaneously conducted manually and using machinery,
- l) using continuous excavations longer than 20 m without securing a sufficient number of safe entries/exits (a safe exit must be established every 20 m of the excavation),
- m) moving about within a radius of 1.5 m from the excavation edge without being secured by a collective protection or PPWE against falling into depth,
- n) placing loads on the excavation edges.
- o) conducting excavation works in unacceptable weather conditions, i.e. in strong or long-lasting rain, strong winds with a speed exceeding 10 m/s, etc.
- p) depositing obviously contaminated spoil on an unprotected area of ground and cause subsequent damage by spreading contamination.

4.12 Control and Sanctions

- 4.12.1 Compliance with the conditions stated in this directive and related documents can be overseen by the participants of the permit approval proceedings, operation employees, managerial employees at all management levels, persons, control activities of whom arise from the concluded contractual relations, holders of the (control) card with a grey strip, and company occupational safety inspectors who are members of the company union organisation.

5 Responsibility

Individual responsibilities arise from individual stipulations of Chapter 4.

6 List of Related Documents

Directive 465 – Issuing Work Permits

Directive 444 – Rules for the Protection of Water and Rock Environments

Directive 445 – Waste and Packaging Rules

Directive 751 – Facility Management Information System

Directive 704 – Using the Company Area

Act No. 62/1988 Coll. of the Czech National Council on Geological Works and on the Czech Geological Office, as amended

Act No. 541/2020 Coll., on Waste, as amended

Decree No. 368/2004 Coll., on Geological Documentation, as amended

Regulation No. 369/2004 Coll., on Project Engineering, Implementing and Assessing Geological Works, Informing about Risk Geofactors, and on the Procedure for Calculating Reserves of Exclusive Deposits, as amended.

7 Separate Forms

Form 1 “Excavation Works Report”

Appendix A PkV form – Excavation, Crosscut and Terrain Modification Permit

Permits for excavation, field works and landscaping				Registration number			
	Name	Responsible person		Phone number	Date	Signature	
Client							
Contractor							
Purpose of excavation							
Scope of works							
Duration of works	from: to:	Extended to:		Client's signature:			
Permit editors	First and last name	Phone number	Appendix No.	Date of approval	Signature	Date of approval of the extension	Signature
ORLEN OCHRONA (IT systems and communications)							
	Conditions:						
Electro technologist of the given district							
	Conditions:						
Fire rescue unit							
	Conditions:						
Facility management division							
	Conditions:						
LDS section							
	Conditions:						
Water mains and sewerage system section							
	Conditions:						
Other permit editors	First and last name	Phone number	Appendix No.	Date of approval	Signature	Date of approval Extension	Signature
Department of Buildings and Grounds Management							
	Conditions:						
Control and security division							
	Conditions:						
Bridge and building maintenance section							
	Conditions:						
ORLEN Unipetrol Doprava s.r.o.							
	Conditions:						
Monzas							
	Conditions:						
Production team – warehouses and pipelines							
	Conditions:						
ORLEN OCHRONA (IT systems and communications)							
	Conditions:						
MaR and electro PCH maintenance section							
	Conditions:						
AR PRODUCTS							
	Conditions:						

ČD – OSŽT Ústí n/L n/L	Conditions:						
Vodafone Czech Republic a.s.(infoportal)	Conditions:						
Vegacom, a.s.	Conditions:						
O2	Conditions:						
ČEZ ICT Services	Conditions:						
MERO ČR	Conditions:						
JEKO, ÚVHO Wastewater section (OSEZ facilities)	Conditions:						
	Conditions:						
	Conditions:						
Main permit editors	First and last name	Phone number	Appendix No.	Date of approval	Signature	Date of approval Extension	Signature
	Conditions:						
	Conditions:						
	Conditions:						
Work suspensions caused by finding of a suspected hidden explosive							
Work suspended on	<input type="text"/>	at:	<input type="text"/>	suspended by (first and last name)	<input type="text"/>	Signature	<input type="text"/>
Approving resume of the works by a pyrotechnician of the Police of the Czech Republic							
Date	<input type="text"/>	at:	<input type="text"/>	First and last name	<input type="text"/>	Signature	<input type="text"/>
Comment	<input type="text"/>						
Approving resume of the works by the main permit editor							
Date	<input type="text"/>	at:	<input type="text"/>	First and last name	<input type="text"/>	Signature	<input type="text"/>

Instructions for Completing the PkV Form

Registration number: The PkV identification number shall be provided.

Identification of the Client and the Contractor: State the name of the company, the first and last name of the responsible person, the contact telephone number and the signature of the responsible person.

Purpose of excavation: State clear characteristics of the purpose of the excavation.

Scope of works: State the scope of the conducted works or, if applicable, reference to the document where the scope of the works is specified (implementation manner, parameters, etc.)

Duration of works: State the PkV validity commencement date and the date of its completion. For PkV extension requests, state the date to which the PkV validity is extended in the "Extended until" field.

Identification of the permit editor: Include the first and last name of the permit editor, contact phone number and signature of the permit editor. The permit editor approves the given PkV validity time stated in the "work duration" field by his/her signature. For PkV extension requests, the permit editor approves the date, to which the PkV validity is extended, stated in the "Extended until" field, by his/her signature. Should additional specifications be needed from the permit editor (such as limitation of the specified validity), he/she shall attach an appendix with the stated specification to the given PkV. The corresponding identification number of the attached appendix shall be stated in the "Appendix No." field. For specifications of a relatively small extent, free lines by individual permit editors on the PkV can be used.

Identification of the main permit editor: Include the department, first and last name, contact phone number and signature of the permit editor. The permit editor approves the given PkV validity time stated in the "work duration" field by his/her signature. For PkV extension requests, the permit editor approves the date, to which the PkV validity is extended, stated in the "Extended until" field, by his/her signature. Should additional specifications be needed from the permit editor, he/she shall attach the appropriate appendix to the given PkV. The corresponding identification number of the attached appendix shall be stated in the "Appendix No." field. For specifications of a relatively small extent, free lines by individual permit editors can be used.

Work suspensions caused by finding of a suspected hidden explosive:

Include the date and time of the work suspension, first name, last name and signature of the person who suspended the given PkV.

Approving resume of the works by a pyrotechnician of the Police of the Czech Republic

Include the date and time, from which the works can recommence, first name, last name and signature of the given pyrotechnician of the Police of the Czech Republic and his/her comments, if any. The approval can be replaced by a document issued by the given pyrotechnician.

Approving resume of the works by the main permit editor

Include the date and time, from which the works can recommence, first name, last name and signature of the main permit editor. The permit editor approves the possibility of the resume of the works by attaching his/her signature.

Appendix C Approval to Use the Excavation

Approval to Use the Excavation	
Protocol number:	
The accepting person (excavation user), to whom the excavation was transferred to for use, approves that the excavation can be used by the following persons/entities:	
The approval is issued for the following time period:	
Providing OHS:	
First and last name of the excavation user	Signature
Other users have the right to use the excavation during the agreed time period, at the agreed location, and in the manner that corresponds to the given excavation type. Individual persons/entities must not conduct any modifications of the excavation. They are obliged to use the excavation in compliance with Directive 372, "Excavation and field works, terrain modifications", and Directive 465, "Issuing work permits". Other users should always briefly inspect the excavation as a whole prior to commencing their work. The main subject of such an inspection is to make sure the excavation structures are complete (boarding, exits, safety elements, etc.). Should any deficiencies be found, the excavation must not be used. When the excavation is marked with a no entry allowed sign or when it is without marking, this permit temporarily loses its validity.	