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**Scope of Application:**

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

## **USE OF ELECTRONIC DEVICES IN EXPLOSION HAZARD AREAS**

Approved by:

Managing Director

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ORLEN Unipetrol RPA s.r.o. – Management Systems Department

Prepared by:

ORLEN Unipetrol RPA s.r.o. - Safety Section – Ing. Miroslav Nálepka

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## List of Changes

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**Notice:** The change management of this document is carried out according to Directive 821.

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## 1 Purpose

This Directive sets the conditions for the use of electronic devices in explosion hazard areas (Zone 0/20, 1/21, 2/22) of the Company.

## 2 Scope of Validity

The document is valid for the following marked companies/branches:

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

This issue replaces Directive 419 „Use of Electronic Devices in Explosion Hazard Areas“, 1<sup>st</sup> issue of 01/01/2025.

The Directive applies to all employees of the Company and other persons performing work activities on the Company's premises based on a contract.

The Directive is available to external parties via the internet at:

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

## 3 Terms, Definitions and Abbreviations

Company	– ORLEN Unipetrol RPA s.r.o.
Premises	– The Company's territory, including the primary plant in Litvínov, Záluží, petrochemical facilities, low-temperature storage, wastewater treatment plant, dispatch centre, in Kralupy nad Vltavou and in Kolín, and other fenced and unfenced areas, such as warehouses and dumps owned, used, or managed by the Company. The Company's area of interest refers to territories where the Company holds ownership or other rights to land, including protection and hygiene zones, or where it has other vested interests.
Lower Explosive Limit (LEL)	- The lower explosive limit of gas, vapour, and dust is the lowest concentration of a gas, vapour, or dust mixture in air at which the mixture can explode.
Electronic Device (ED)	– For the purposes of this Directive, refers to mobile/portable electronic devices not directly used for production or maintenance operations. These include recording and communication devices (mobile phones, radios, cameras, and camcorders), administrative equipment used during work authorisations, field inspections, etc. (laptops, tablets), and measuring, diagnostic and detection devices (rangefinders, analysers, detectors, measuring instruments).  These devices are provided by the employer.  For the purposes of this Directive, electric hand tools (e.g., drills, grinders, including battery-powered tools) and other similar electrical machines and equipment (e.g., generators), as well as other electrical devices not listed in the previous section, are not considered EDs.
Explosion Hazard Area	– Refers to spaces where explosive atmospheres in the form of a mixture of gases, vapours, mist, or dust with air are or may be present in such quantities that special measures are required for the design, installation, and use of equipment.
Ex	– A combination of letters in warning signs indicating an explosion hazard area and/or ensuring the special prescribed marking of equipment and protective systems designed for use in explosive atmospheres.
SCD	– Security and Control Division
H&SD	– Health & Safety Division

ZERO	– Application used for recording inspections carried out on the Premises
Zone 0	– An area where an explosive atmosphere consisting of a mixture of air and flammable substances in the form of gas, vapour, or mist is present continuously or for long periods or frequently.
Zone 1	– An area where it is probable that an explosive atmosphere consisting of a mixture of air and flammable substances in the form of gas, vapour, or mist may occasionally occur.
Zone 2	– An area where an explosive atmosphere consisting of a mixture of air and flammable substances in the form of gas, vapour, or mist is not likely to occur, and if it does occur, it will only be present for a short period.
Zone 20	– An area where an explosive atmosphere consisting of a cloud of flammable dust in the air is present continuously or for long periods or frequently.
Zone 21	– An area where it is probable that an explosive atmosphere consisting of a mixture of air and flammable dust may occasionally occur.
Zone 22	– An area where an explosive atmosphere consisting of a mixture of air and flammable dust is not likely to occur, and if it does occur, it will only be present for a short period.

## 4 Use of Electronic Devices (EDs)

### 4.1 General Provisions

- 4.1.1 The use of private EDs is prohibited in production areas, particularly in explosion hazard zones. Further restrictions and rules on the use of EDs may be set by other internal regulations of the Company (Work Rules, etc.).
- 4.1.2 This Directive does not override the requirements set forth by Government Regulation (hereinafter “GR”) No. 406/2004 (including the Explosion Protection Documentation) or other legal and internal regulations.
- 4.1.3 The use of EDs is only possible if the following conditions are met:
- Use EDs only for work purposes and in accordance with the manufacturer’s and supervisor’s instructions.
  - Use EDs only as necessary; only and exclusively for the performance of basic tasks related to EDs, not for systematic activities/communication that can be carried out outside the premises of the production units.
  - Always stop and pay attention to your surroundings when using EDs.
  - Stand away from main communication routes (e.g. escape routes, stairways, passageways).
- 4.1.4 Before commencing activities involving the use of EDs, it is necessary to fulfil the “Notification Duty” as per Directive 401 “Basic Health and Safety Regulations” or Directive 402 “Safety Rules for External Workers”. Notification must be made to the responsible representative of the production unit/department where the activity will be carried out, usually the shift supervisor or their deputy.

### 4.2 Use of EDs in Explosion Hazard Areas

- 4.2.1 During work, employees and other individuals performing tasks in the Company's premises and areas must use only EDs designated for the specific task in the appropriate zone as per the protocol on external environmental influences, the requirements of GR No. 406/2004 Coll. and ČSN EN 60079-14 ed.4, or as per the Explosion Protection Documentation.
- 4.2.2 All devices intended for use in explosion hazard environments must meet the requirements of GR No. 116/2016 Coll., on the assessment of conformity of devices and protective systems designed for use in explosion hazard environments when supplied to the market. This means they must be marked with the “Ex” symbol and the appropriate classification for the relevant environment.
- 4.2.3 If the ED as defined in this Directive does not meet the conditions of Articles 4.2.1 and 4.2.2, and it is an activity involving interference with production technology, it is necessary to follow Directive 465 "Work Permits" (or Directive 435 "Permit to Work" - Refinery Units or MPR-08 "Local Operating Rules - Work Permits" - Kolín Site Section).

- 4.2.4 If the ED as defined in this Directive does not meet the conditions of Articles 4.2.1 and 4.2.2, and it is an activity that does not involve interference with production technology, entry of persons into explosion hazard areas with the above-mentioned devices is possible only if these conditions are met:
- The integrity of the equipment/technology is not known to be compromised, there are no visible leaks from the equipment (gas leaks, puddles), or the equipment/technology is not known to be at risk of an accident. The safe use of EDs must be confirmed by the responsible local operations employee before work commences (see 4.2.6).
  - The installed detection system for flammable substances, if present in the area, does not detect any leaks or the presence of flammable substances.
  - Entry is made with an activated detector for measuring the lower explosive limit, which must remain on throughout the entire use of EDs. The detector must have an audible alarm function. The detector must detect flammable substances in the relevant zone.
  - If a leak or compromise in the integrity of the technological equipment or a flammable substance leak is detected, the employee must immediately stop using any EDs, leave the hazardous area, and proceed according to other internal company rules for such situations.
- 4.2.5 The rules apply to Zones 1 and 2. In Zone 21 and Zone 22, the use of EDs is permitted if there is no continuous layer of dust exceeding 1 mm. In Zone 0 and Zone 20, the use of EDs that fail to meet the requirements of Article 4.2.1 and 4.2.2 is "Prohibited".
- 4.2.6 As part of the notification duty, the ED user is required to verbally confirm that the integrity of the technological equipment has not been compromised at the intended usage location, there are no hazardous substance leaks, and no works are being carried out that could compromise the integrity of the technological equipment or cause leaks of hazardous substances.
- 4.2.7 Other company rules (e.g., use of appropriate personal protective equipment, calibration requirements for detectors, issuing work permits for the use of electric hand tools, etc.) remain unaffected.

### 4.3 Rules for the Use of Devices Capable of Capturing Visual Records

- 4.3.1 The conditions for capturing visual records outlined out in this chapter apply to mobile telephones, video cameras, cameras, tablets, and similar devices capable of recording visual content, which do not meet the requirements specified in sections 4.2.1 and 4.2.2, and are in perfect technical condition.
- 4.3.2 The permit to capture visual records according to these rules is issued by the Director of H&SD. The permit is granted upon request from the director of the relevant production unit or organisational entity. The permit is issued in the name of the individual. This is not the same type of permit as outlined in Directive 477 "Entry and Access to the Premises of Chempark Záluží" or Directive 135 "Entries and Access to the Premises of ORLEN Unipetrol RPA s.r.o., Kralupy Refinery Unit". Unless otherwise specified in the request, the permit is valid for the relevant production unit/organisational entity and its associated buildings/technologies. For departments such as H&SD, Company Fire Brigade, Maintenance, Investment, Facility Management, ENU, SCD, and for the directors of production units or company executives, the permit applies to the entire site/premises. For contractors' employees, the exact location for capturing visual records must be specified.
- 4.3.3 The permit is issued based on a written request (see Annex A), which must include:
- The name of the company/individual for whom the permit is being issued (the company/individual must have the proper entry permit to the Premises and permit to take photography as per Directive 477 "Entry and Access to the Premises of Chempark Záluží" or Directive 135 "Entries and Access to the Premises of ORLEN Unipetrol RPA s.r.o., Kralupy Refinery Unit"),  
  
Contract number, order number, lease agreement, etc.,
  - The reason for the permit (e.g., investment project, health and safety, etc.),
  - Exact location specification (block numbers, buildings, bridge labels, street, or equipment, technology – as per the initial provision of this section), for which the permit is issued, including the type of device to be used for capturing visual records (mobile phone, camera, photographic device),
  - Name and surname of the person to whom the permit is issued,
  - Card identification number of the person to whom the permit is issued,
  - Original identification card/pass number if the validity is being extended,
  - The duration of the permit to take photographs.

A written request can be sent via e-mail to [bozp@orlenunipetrol.cz](mailto:bozp@orlenunipetrol.cz) or through delivery centre No. 415. For identification cards/passes that are being extended, the request along with the cards/passes must be mailed to delivery centre 415.

- 4.3.4 The permit takes the form of an identification card/pass. The validity of the permit is a maximum of one year from the date of issuance and can subsequently be extended by submitting a request (see 4.3.3) along with the card/pass for the validity extension to be recorded (until all fields for validity duration are used, at which point a new card will be issued). The holder is required to have the card on their person while capturing visual records. The card is non-transferable and is issued in the individual's name.
- 4.3.5 Other company rules regarding capturing visual records remain unaffected.
- 4.3.6 The use of flash is prohibited. It is forbidden to disassemble, charge, assemble, or replace batteries. It is prohibited to use any additional accessories, including power banks.
- 4.3.7 Capturing photographs, video recordings, or video sequences with any type of ED is strictly prohibited throughout the entire Premises. This prohibition does not apply to employees or other individuals who hold a permit issued by the Director of SCD, as per Directive 477 "Entry and Access to the Premises of Chempark Záluží" or Directive 135 "Entries and Access to the Premises of ORLEN Unipetrol RPA s.r.o., Kralupy Refinery Unit". In the event of a need to capture photographs, video recordings, or video sequences with the listed EDs in explosion hazard areas without these devices meeting the requirements of the aforementioned section 4.2.1 and 4.2.2, in addition to the permit from the Director of SCD, it is necessary to follow this Directive (including obtaining additional permit from H&SD).
- 4.3.8 Photographs of the Premises are subject to copyright, and if used without the owner's permission (approved by the Corporate Communications Department), actions will be taken in accordance with applicable legal regulations.

#### 4.4 Rules for the Use of Other Electronic Devices

- 4.4.1 The conditions for the use of other EDs, as defined in this Directive, apply to equipment providing administrative activities (permits to work, field inspections, etc.) or measuring, diagnostic and detection equipment. These are devices provided by the employer which do not meet the requirements of Articles 4.2.1 and 4.2.2 and which are in perfect technical condition.
- 4.4.2 The permit to use these EDs is the same as specified in Articles 4.3.2 to 4.3.4. This also applies to permits issued before the effective date of this version of the Directive.
- 4.4.3 It is forbidden to disassemble, charge, assemble, or replace batteries. It is prohibited to use any additional accessories, including power banks.

#### 4.5 Supervision

- 4.6 All employees of the Company are authorised to supervise compliance with this Directive.
- 4.7 Records of inspections and any findings are made via the ZERO application, the field inspection database.
- 4.8 Failure to comply with the provisions of this Directive, including the use of personal EDs in the Company's explosion hazard areas, is considered a serious breach of safety.

### 5 Responsibility

Individual responsibilities are set out in chapter 4 of this document.

### 6 List of Related Documents

- Act No. 262/2006 Coll., – Labour Code, as amended
- Government Regulation No.116/2016 Coll., – on the conformity assessment of equipment and protective systems intended for use in explosive environments when placing them on the market
- ČSN EN 60079-14 ed.4 - Explosive atmospheres - Part 14: Design, selection, and erection of electrical installations

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Rules	– Work Rules
Directive 401	– Basic Occupational Health and Safety Regulations
Directive 402	– Safety Rules for External Workers
Directive 417	– Monitoring of Dangerous Concentrations of Oxygen or the Accumulation of Toxic, Flammable, and Explosive Substances
Directive 465	– Work Permits
Directive 435	- Permit to Work (only applies to Refinery Units)
Directive 477	– Entry and Access to the Premises of Chempark Záluží
Directive 135	– Entries and Access to the Premises of ORLEN Unipetrol RPA s.r.o., Kralupy Refinery Unit
MPŘ-08	- Local Operating Rules - Work Permits (valid only for the Kolín Site Section)

## Annex A Request for Permit to Capture Visual Records in Explosion Hazard Areas

### REQUEST FOR PERMIT TO CAPTURE VISUAL RECORDS IN EXPLOSION HAZARD AREAS calendar year 20..

Name of the company for which the permit is issued

(the company must have the proper entry permit to the Premises)

Contract number, order number, lease agreement

Person applying for the permit to take photographs

Contact details (phone or e-mail)

*(tenants/suppliers only)*

Reason for which the permit is issued (investment projects, occupational safety and health, etc.)

Identification of persons for whom the permit is requested

Name and surname of the person to whom the permit is issued	Identification card number of the person	Original identification card/pass number (ONLY FOR EXTENSION OF VALIDITY!)	Company	Location* and ED

\*Provide a precise location specification (block numbers, buildings, bridge labels, streets, or equipment, technologies) for which the permit is issued, including the type of device to be used for photography (mobile phone, camera – multiple devices can be listed), as per the initial provisions of section 4.3.2.

Duration and date of the permit to take photographs

By submitting this request, it is confirmed that the employees mentioned above hold valid permit to capture photographs, video recordings, or video sequences as per Directives 477/135 and have been demonstrably informed about the "Use of Electronic Devices in Explosive Hazard Areas" directive within a period not exceeding six months prior to the submission of this request.

Permit will only be issued to the persons listed in the application and solely to the company that submitted the request. The permit to take photographs is issued with a maximum validity of one calendar year.

The photographs of the Premises are subject to copyright, and in the event of their use without the permission of the owner of the Premises, the applicable legislation will be followed.