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UNIPETROL RPA, s.r.o. (excluding branches)



## USE OF THE COMPANY AREA

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## List of changes

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## 1 Purpose

The directive specifies the rules for the use of the area managed by UNIPETROL, RPA, s.r.o. It particularly determines the procedure that should be implemented upon usage changes, when preparing a construction, including the construction site set aside process, and when demolishing buildings. It specifies the obligations of the company units when keeping records on the properties owned or leased by UNIPETROL RPA, s.r.o. and UNIPETROL, a.s.

## 2 Scope of validity

**The document is valid** for the following designated companies / branches:

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

**Based on a contractual agreements, the document is also valid** for SYNTHOS Kralupy, a.s.

**The document does not apply to** the chemical production facilities at Kralupy nad Vltavou.

**This version replaces** Directive 704, "Using the company area", version 5 from 12. 01. 2018.

## 3 Terms, definitions and abbreviations

Company	- UNIPETROL RPA, s.r.o.
FMD	- Facility management division
OMD	- Operative maintenance department - FMD (formerly SHS)
PMD	- Project management department - Facility management division (formerly SÚG)
BMD	- Bridge maintenance department – maintenance unit, technical division
DITI	- department of information technologies and infrastructures, IT division
CSD	- Control and security division
DSS	- Department of support services - Facility management division
ACD	- Accounting department
SID	- Strategy and Business Analysis Division
CFRU	- Company fire rescue unit
SD	- Safety division
JEKO	- EKO unit
MD	- Maintenance department - technical division
LDNO	- Local distribution network operator of UNIPETROL RPA, s.r.o - JESL
AIS	- Area information system (Directive 751)
BMP	- Basic map of the plant (Directive 751)
construction	- Pursuant to Act No. 183/2006 Sb., constructions are all structures regardless of their:
a)	structural and technical design, for example, buildings, roads, bridges, underground structures, towers, pylons, silos, tanks, crane tracks, underground as well as above-ground lines, fencing, etc.
b)	purpose, for example, residential buildings, production and storage buildings, transportation structures, energy distribution structures, etc.
building structures, (BS)	- unit, construction, road, paved surface, pipeline bridge, siding tracks

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builder	- natural person or legal entity that is erecting a new construction
construction proposer	- builder or a natural person or legal entity authorized by him/her which is responsible for the construction preparation process; an authorized employee in the case of the company
construction contractor	- entity that implements the construction (for example, installation of utility lines) based on the corresponding contractual relation.
user	- unit manager (such as division or unit director, or department, production facility or section manager), to whom the given assets are entrusted to use by the operator, and who is responsible for complying with the conditions specified for their safe and reliable operation in compliance with the instructions and regulations designated for their use, operation and service (Directive 520, Directive 844).
proposer of a demolition of building	- building owner who is preparing its demolition; construction user in the case of the company
EAGDL	- outer above-ground distribution lines, i.e. pipelines and cables along pipeline and cable bridges that are connected to internal distribution lines of the production and nonproduction facilities
EUDL	- outer underground distribution lines, i.e. water and sewerage pipes, cables in cable ducts and other distribution lines that are connected to internal distribution lines of the production and nonproduction facilities
long-distance pipeline	- special type of EUDL (or EAGDL), especially C4 fraction and ethylene pipelines that are connected to the production facilities in Litvínov, Kralupy n/Vltavou, Neratovice and also in Böhlen, Germany
WNS	- warning and notification system for petrochemical production facilities
unit	- compact area of a part of the company area, demarcated by roads or fencing of the premises
district	- designated part of a company unit or facility, demarcated by the specified boundaries pursuant to the plan of districts, or an area owned by the company outside of the fenced area
set aside worksites	- part of an area, facility or building inside of a district, designated by an agreement on a set aside worksite, based on which it was assigned under the management of individual company units or for the use by external companies
special district	- part of a territorial unit or company facility that is used for determining permission and control activities for works at these parts of the given area or facility
LR	- Land register
BAPF	- basic area point field
DAPF	- detailed area point field
PD	- project documentation
BO	- Building office
OEB	- Old environmental burden, environmental fault

## 4 Use of the company area

### 4.1 Company area

- 4.1.1 Pursuant to this directive, the company area is represented by company area in Litvínov, Záluží, i.e. the main plant, petrochemical facilities, low-temperature warehouses, wastewater treatment plant, shipping centre and other continuous fenced as well as unfenced areas outside of the fenced area, such as warehouses and waste disposal sites owned, used or managed by the company. Areas of interest are areas, to which the company holds property ownership or other rights, including protected and hygienic zones, or in which the company is interested for some other reasons.
- 4.1.2 The company area is divided into units and districts. Units are compact parts of the area that are usually separated by basic roads and routes (Directive 701). The division of the area into individual units is illustrated in Appendix C. Districts are the administrative parts of the area. The purpose of the districts and their types, as well as the rules for determining the given boundaries and district managers, are described in Article 4.7.
- 4.1.3 Use of the company area is managed by FMD. FMD, in cooperation with the corresponding affected company units, especially with SID and individual district managers, conducts the planning of the zoning activities. Specifies the basic area functions pursuant to the Act No. 183/2006 Coll., on Zoning and Building Code, and it is, within the frame of the company, the acquirer of the zoning and planning documentation.
- 4.1.4 For the purpose of this directive, use of the area means:
- using constructions
  - erecting constructions
  - demolishing constructions
  - using individual areas
  - protection of important interests (protected zones, strategic intentions, etc.)

### 4.2 Changes of the use of the area

- 4.2.1 All changes related to the use of the area, including proposals for erecting and demolishing individual buildings, must be consulted with all affected company units as a part of the corresponding local investigation on the change of the use of the area, resp. construction site selection (hereinafter referred to as a "local investigation").  
Local investigations on a change of the use of the area are initiated by FMD upon request by the given construction proposer or proposer of the change of the use of the area, or by the proposer himself/herself upon approval by FMD. The investigation is completed once all comments of all participants are recorded. Should the participants not come to an agreement, FMD should submit the investigation result for decision to the appropriate company management body.
- 4.2.2 Local investigation participants are:
- Proposer
  - SID
  - CSD
  - CFRU
  - JEKO
  - SD
  - Managers of the affected districts, including the immediately adjoining districts, special districts and set aside worksites pursuant to Chapter 4.7 of this directive
  - Director of the affected unit
  - Representatives of natural persons or legal entities that have an ownership or other relation to the given properties, constructions or production facilities on the company area

- FMD

4.2.3 The rules stated in Article 4.2.1 a 4.2.2 even apply to temporary area uses for, for example, construction site equipment, temporary storage areas and landfills, assembly areas (with the exception of one-time assemblies during outages and repairs within the frame of the corresponding production plant district).

### **4.3 Building constructions and demolitions on the company area**

4.3.1 All constructions, their changes, maintenance work or their demolitions on the company area are subject to building proceedings or notification obligation in compliance with the Building Act and the corresponding implementation regulations. Rules for acquiring constructions are addressed by Directive 027. Rules for recording, managing and discarding individual assets are addressed by Directive 520.

4.3.1.1 Prior to submitting the given application (notification) to the appropriate building office, the construction (changes, maintenance works, demolition of buildings) proposer must consult the corresponding construction (changes, maintenance works, demolition of buildings) project documentation from the perspective of the use of the company area and of the relations to other existing as well as prepared constructions with all the affected company units and resolve all their comments.

4.3.1.2 Construction approval (changes, maintenance works, demolition of buildings) under representation of the property owner, UNIPETROL, a.s., is issued by a person authorized based on a power of attorney, i.e. the FMD director, upon a prior assessment of the conformation of the construction with the company zoning plan. The zoning plan is prepared based on the property management contract by FMD (Decision 2007/17).

4.3.1.3 Prior to commencing the construction (changes, maintenance works, demolition of buildings), the construction proposer is obliged to transfer the construction site to the contractor. Other set aside of construction site participants are the units stated in Article 4.2.2. The proposer is obliged to prepare minutes on the set aside of the construction site. The minutes must be signed by all participants.

4.3.1.4 Upon the completion of the construction (changes, maintenance works, demolition of buildings), the proposer is obliged to accept the construction site back from the contractor. Construction site transfer and termination of this activity are governed by Directive 027.

4.3.2 To ensure BS identification in the PD and in the BO decisions, the proposer (builder) is obliged to:

4.3.2.1 Make sure that the BS markings in the PD (new constructions, reconstructions, demolition of buildings) was performed in compliance with the current construction numbers assigned pursuant to Article 4.4.

4.3.2.2 Make sure that all affected BSs (new constructions, reconstructions, demolition of buildings) in the BO decisions were identified by the current numbers assigned pursuant to Article 4.4.

4.3.3 Submit the actual construction survey results pursuant to Article 4.9 to PMD when the completed construction is being set aside, at the latest. In justified cases, the construction survey results can be submitted during the final building approval proceedings.

4.3.4 For construction works, which include mining of contaminated soil of an older environmental burden type, proceed pursuant to Directive 372.

4.3.5 Excavation works are governed by Directive 372.

### **4.4 Numbering constructions**

4.4.1 To ensure identification of individual building structures, clarity and orientation on the premises, the building structures on the company area are numbered in the following manner:

4.4.1.1 Units are numbered using two-digit numbers.

4.4.1.2 Buildings and other production and nonproduction structures are numbered using four-digit numbers, which can be additionally broken down further. The first two digits of a structure number are identical to the given unit number.

- 4.4.1.3 Basic roads are numbered using letters, numbers or their combination. Internal unit routes are marked using numbers derived from the given unit number.
- 4.4.1.4 Railway siding tracks are numbered by ordinal numbers.
- 4.4.1.5 Pipeline bridges are numbered using letters, numbers or their combination.
- 4.4.1.6 The numbering system of the building structures is described in detail in the corresponding FMD regulation.
- 4.4.2 Building structures are assigned numbers by PMD upon approval of the given building structure location, based on a proposer (builder) application. An exception to this rule is represented by the siding track, where the numbering is performed by the siding operator.
- 4.4.3 Construction numbers are stated in the area information system (Directive 751).
- 4.4.4 Physical marking of the building structures by the assigned numbers is conducted by their owners, or by their users when the company is the owner, in the following manner:
- 4.4.4.1 Physical marking of the structures using signs posted on the outer perimeter sheathing or building structure. Should this not be possible due to the given structure design, the signs should be posted on a suitable auxiliary structure. Sign locations on the structures must be chosen in a way that the actual markings are well visible from the main access road and not obstructed by the adjoining structures. When the structure in question is a building, the sign should be posted near the building entrance. The signs should be posted at a height of approximately 2.5 m above the surrounding terrain. The basic dimensions of the signs are 70 x 50cm. The signs are usually white and use black letters, font **IMPACT** (Appendix A).  
The structure owner (or the user when the owner is the company) is responsible for the fact that the structure markings will be permanent and sufficiently readable. Should the structure be transferred to a different owner, the purchase contract should include the obligation to preserve the given marking by the appropriate number during the entire lifespan of the structure.
- 4.4.4.2 Markings of the basic roads by separate signs at intersections with illustrated intersection forms (see Appendix B). Internal unit routes are not physically marked.
- 4.4.4.3 Marking of the main pipeline bridges by signs installed on the pipeline bridge posts.
- 4.4.5 Building structure changes of the given numbers can be performed only upon request of their owners (its users in the case of the company) or based on a decision of the stated administration authorities (for example, building office decisions on dividing properties) by PMD.
- 4.4.5.1 Building structure numbers can be changed only exceptionally in justified cases upon consultation with the given structure owner (manager) and FAD.
- 4.4.5.2 Changes of the building structure numbers should be announced by PMD at least 14 days prior to the commencement of the change validity. PMD incorporates the changes to AIS, about which it informs in writing:
- Building structure owner, unless the owner is the company.
  - Building structure manager.
  - ACD
  - OMD
  - CSD
  - JEKO
  - UBEZ
  - CFRU
  - OUD
  - Production operative management department
  - Manager of the corresponding district, on which the building structure is located.
  - LDNO



- 4.4.6 The managers stated in Article 4.4.5.2 should ensure incorporation of the changes of building structure numbers to all legislature under the authority of the subordinate units (especially when it comes to emergency plans, handling regulations, technological regulations, plans, operational regulations, fire documentation, EMS registers, diagrams, contracts, etc.).

## 4.5 EAGDL and EUDL

- 4.5.1 When using the company area, a special attention should be paid to the installation locations of new EAGDL and EUDL. For this purpose, PMD maintain corresponding spatial EAGDL and EUDL records as a part of AIS (Directive 751). The subjects of the records are all EAGDL and EUDL on the fenced company area as well as EAGDL and EUDL located outside of the fenced area, but owned by the company.
- 4.5.2 All proposers of new EAGDL and EUDL, as well as construction proposers are obliged to:
- consult the locations of the new EAGDL and EUDL with PMD
  - consult the location proposals of new EAGDL on the main pipeline bridges with PMD
  - submit the as-built construction documentation upon the EAGDL implementation for its incorporation in the given record keeping system; the documentation is then submitted by PMD to the given device manager, who is obliged to properly archive it
  - submit the as-built survey documentation upon the EUDL implementation (installation) pursuant to Directive 751 and Paragraph 4.9 of this directive.
- 4.5.3 The liquidation proposer is obliged to consult the given EAGDL or EUDL liquidation with PMD as a part of the preparation of the given liquidation process. Once the EAGDL or EUDL is removed, he/she should notify PMD, which will remove the corresponding structures from the AIS records.

## 4.6 Use of the company area by external entities

- 4.6.1 Overall statements with regard to constructions and construction works of third parties on the company area, pipeline protected zones, WNS protected zones and other areas, which the company has interest in as a part of their preparation (zoning, construction and building approval proceedings) are issued on behalf of the company by the person who is authorized to act on its behalf based on a power of attorney, i.e. the FMD director, upon verification and assessment by FMD. Other company units are obliged to provide their comments for this purpose upon FMD request.
- 4.6.2 Consents to enter properties owned by UNIPETROL, a.s., which form a part of the company area, are issued on behalf of the given property owner by a person who is authorized to act on his/her behalf based on a power of attorney upon verification and assessment of the request by FMD (Decision 2007/17).
- 4.6.3 When concluding property lease and sublease contracts, by the means of which a part of the company area is provided to external entities for their use, FMD that concludes such contracts based on Directive 522 is obliged to bind the tenant (subtenant) to comply with this directive.
- 4.6.4 When placing devices of external entities, which do not require separate lease contracts (especially EAGDL and EUDL), on the company area, PMD should ensure adequate compliance with this directive by the given device owner.

## 4.7 Districts

- 4.7.1 The objective of dividing the company area into districts is the precisely specified definition of the responsibilities of managerial employees in compliance with the company legislature for:
- order,
  - fire protection and prevention of serious accidents,
  - occupational health and safety from the perspective of hazardous impacts of the given devices or possible risks related to worksites and conducted works within the frame of the given district,
  - protection of the environment.

- 4.7.2 District managers are company employees (usually managers of production facilities, department managers, section managers or employees delegated by their superiors) designated by the corresponding division or unit director. Should no district manager be designated, the corresponding division or unit director should be responsible for the given district. Names of the designated district managers are recorded in AIS. The division or unit director should notify PMD about all changes of district managers.
- 4.7.3 District boundaries are always determined from the given sidewalk edge. When there is no sidewalk, then from the road edge in the inward direction. Should the boundary between two districts be formed by a building or structure, the boundary should run 200 cm from the given wall, unless specified otherwise in the corresponding boundary description.
- 4.7.4 Unassigned areas on the company area as well as outside of it form a district that belongs to FMD. The district manager is an employee delegated by his/her superior or OMD manager.
- 4.7.5 The plan of districts is designated for internal needs of the company. The plan of districts is formed by a map of the company area that includes district boundaries and their marking; it forms a part of AIS and it is available on the Intranet in the "Practical information, Chempark area information system"; print output can be prepared upon request of PMD.
- 4.7.6 Designated worksite
- 4.7.6.1 A designated worksite is a part of the given area, device, construction or its part inside of district, designated by an agreement on a set aside worksite, concluded between the district manager and another company unit or another legal entity. Based on that, this unit or entity temporarily assumes the responsibilities of the district manager stated in Article 4.7.1.
- 4.7.6.2 Agreements on set aside worksites must include the purpose of the worksite, district name, name of the district manager, unit name and name of its manager, for whom the set aside worksite is being established, description of the corresponding boundaries and validity period of the set aside worksite. The agreements must also include the given date and signatures of both contracting parties.
- 4.7.6.3 Set aside worksite boundaries inside of a district are usually formed by the given building perimeter or other used grounds.
- 4.7.6.4 The district manager submits one copy of the given agreement on a set aside worksite to PMD, who incorporates it in AIS.
- 4.7.6.5 A designated worksite can also be a product pipeline or another above-ground as well as underground pipeline. Boundaries of such a set aside worksite should be always determined by the manager of the given pipeline pursuant to N 11986.
- 4.7.7 Special districts
- 4.7.7.1 Special districts are:
- Roads marked by letters or numbers on the company area, including sidewalks, belong to OMD. The manager is the OMD manager or a delegated employee. Other internal unit routes are managed by the corresponding district manager. Fencing of the company area, including the demarcated protected zone (when it is not demarcated, then 3 m from both sides of the fencing) and roads outside of the fenced area, belongs to OMD. The manager is the OMD manager or a delegated employee.
  - Main pipeline bridges managed by BMD. The manager of the district is the BMD manager or a delegated employee. All EAGDL located along the main pipeline bridges represent special districts and belong to the users of these EAGDL. Other internal unit pipeline bridges, managed by individual production facilities, belong to the main district.
  - Transport bridges and crossing gangplanks - the district managers are the corresponding unit managers who manage them, regardless of the districts they pass through.
  - Underground water distribution lines, wastewater sewerage lines and waste, water works and water management structures within the frame of OEB, managed by JEKO, Water management division (even outside of the fenced area) – the district manager is the Water management division director or a delegated employee.
  - Underground and above-ground VHV, HV and LV cable routes, managed by the Energy service unit (even outside of the fenced area) - the district manager is the Energy service unit director or a delegated employee.

- Underground and above-ground low-current, signal and security cable routes (even outside of the fenced area), managed by MD - MaR and electro maintenance section – the district manager is the MaR and electro maintenance section manager or a delegated employee.
- Underground and above-ground optical cable routes, managed by the Department of information technologies and infrastructures - the district manager is the DITI manager or a delegated employee.
- Street lights and lighting of the area fencing, managed by MD – MaR and electro maintenance section - the district manager is the MaR and electro maintenance section manager or a delegated employee.
- Underground and above-ground routes of the national and international ethylene and C4 fraction pipelines (inside of the company area, but especially outside of the fenced area) in the extent of the security zone – the district manager is the Petrochemical unit, manager of the warehouses/long-distance pipeline production manager or a delegated employee.
- Underground routes of the high-current and low-current distribution lines, including security and signalling devices, optical cables, etc., managed by individual sections and units, form special districts, which belong to individual sections and units. The managers are the corresponding section and unit managers or delegated employees.

4.7.7.2 Special districts are also devices managed by the companies of the UNIPETROL Group.

- Railway tracks and railway yards on the company area (even outside of the fenced area) form a perimeter of the track that belongs to UNIPETROL RPA, s.r.o. The perimeter of the track is an area determined by a zoning decision for building the track. It is demarcated by vertical planes located 3 m from the axis of the outer track, outer loadbearing or transport rope, outer traction line conductor, or by the boundaries of the property designated for the installation of the track and its maintenance. Free passable and handling space for a safe movement of people and for handling material must be maintained within 3 m on both sides of the axis of the adjoining track.  
The protected track zone outside of the Chempark Záluží premises is formed by an area on both side of the track, boundaries of which are demarcated by a vertical plane located 30 m from the axis of the outer railway track. The manager of the perimeter of the track is the FMD director of UNIPETROL RPA, s.r.o., or a delegated employee.
- The railway yard security equipment, including all related cable distribution lines, forms a special district, which belongs to UNIPETROL RPA, s.r.o.

4.7.8 Responsibilities of the managers of special districts are based on possible worksite risks and conducted works, which can endanger works, assets or people in other districts, through which they pass or to which they are related.

4.7.9 Pursuant to Directives 465 and 435, work permit editors in special districts are the managers of these districts. They are obliged to submit the corresponding permits for approval to the manager of the district where the device is located. This manager classifies the related works in relation to his/her district and, if necessary, adds necessary work requirements, upon which he/she signs the document in the appropriate field for the adjoining district. The works must not commence if the specified conditions are not fulfilled.

The same process is followed when unit EUDL pass through other districts that are not special districts.

- 4.7.10 For investment implementations of new constructions or devices, the permit editor is the district manager, for whom the implementation of a new construction or device is being organized. This stipulation also applies when the implementation requires a disassembly or modification of the affected pipelines and devices, for which the owner is not clearly determined. The permit editor should use all available information for determining the given pipeline or device work permit conditions. For this purpose, he/she has the right to request cooperation of the appropriate workers.
- 4.7.11 An agreement on any changes of individual district boundaries must be concluded among the managers of the affected districts. Individual changes must be consulted with PMD, who should implement the changes in the descriptions of the district boundaries and in the plan of districts.

#### **4.8 Area information**

- 4.8.1 The main area information source is AIS. It particularly represents an information source about individual constructions, utility networks, other selected structures, administrative structure of the area, employees and area events.
- 4.8.2 A basic part of AIS is formed by a digital BMP, technical description of the given buildings, roads and surfaces, units and districts, unified property register and other purposeful applications.
- 4.8.3 The operation rules, content, responsibilities and obligations related to AIS are addressed in Directive 751.
- 4.8.4 The basic AIS data are available to all users on the Intranet in the “Practical information, Chempark area information system”.

#### **4.9 Conducting geodetic works on the company area**

- 4.9.1 The geodetic basis for conducting geodetic works on the company area is the positional BAPF in the coordinate system of the Unified trigonometric cadastral network (S-JTSK) and height BAPF in the height Baltic system after equalization (Bpv).
- 4.9.1.1 The basic structure of the positional BAPF is formed by points stabilized by heavy stabilization. The other points are stabilized by light stabilization. The height BAPF points are stabilized by nail or pin level signs. Details are described in an internal FMD regulation.
- 4.9.1.2 BAPF is built in accuracy class II, at least (ČSN 73 0415). For the needs of geodetic works, BAPF is amended by DAPF, which must comply with the accuracy class II requirements.
- 4.9.1.3 Management of the point fields is the responsibility of PMD.
- 4.9.1.4 All company units are responsible for possible damages of the BAPF points. Should these points become damaged or destroyed due to their fault, they are obliged to organize their restoration.
- 4.9.2 Works in positional and height point fields
- 4.9.2.1 Stabilization of geodetic points and, if applicable, creation of point fields on the company area are subject to approval by PMD.
- 4.9.2.2 Geodetic points (fixed DAPF points) in the terrain are installed pursuant to the needs of the given geodetic works. Signalling of the geodetic points is performed by yellow colour.
- 4.9.2.3 Height point fields are formed by the points of the Czech detailed level network and by detailed height field points.
- 4.9.2.4 Level signs are installed on buildings and other structures that are sufficiently stable from the perspective of possible settling (no new structures).
- 4.9.2.5 Prior to commencing geodetic works, the users of the geodetic points must make sure that the given point position has not changed in comparison with the corresponding toponymy and control measurements, and that it has not become damaged.
- 4.9.3 Demarcating building structures
- 4.9.3.1 The builder should be responsible for demarcating the given spatial position, i.e. the main positional line, axis or main route points. On the fenced area, this demarcation is conducted by PMD, even for constructions, the builder of which is not the company. The actual demarcation is conducted in S-JTSK and Bpv.
- 4.9.3.2 Demarcation of the detailed position, i.e. demarcation of the structure's shape and dimensions in horizontal and vertical directions, including demarcation of the positions and heights of individual

parts and structural elements inside of the structure, is organized by the construction contractor. It is performed in S-JTSK and Bpv or in another local network.

#### 4.9.4 Survey measurements of building structures

4.9.4.1 As-built survey measurements apply to building structures of above-ground, underground and outer underground distribution lines (utility networks) in the extent determined by the list of the mapping subjects (Appendix D).

4.9.4.2 All underground structures are subjected to survey measurements prior to backfilling. As-built survey measurements of underground structures and outer underground distribution lines should be conducted by the construction contractor, who is obliged to submit the corresponding results to PMD, thus allowing the installation inspection (including verification of the more detailed information related to EUDL – pipeline clearance, cable line voltages, etc.) and, if applicable, control measurements to be conducted prior to backfilling. For other structures, the construction contractor should perform the as-built survey measurements prior to set aside of the construction. All control measurements should be conducted by PMD upon his/her own decision or upon request by the builder. PMD conducts the requested control measurements in a way that does not unnecessarily delay the construction.

4.9.4.3 As-built survey measurements of new constructions is related to S-JTSK and Bpv, or to the given demarcation network (however, only exceptionally and upon prior agreement with PMD; in this case, the builder must provide PMD with the corresponding transformation key); as-built survey measurements of older constructions is always related to S-JTSK and Bpv.

4.9.5 The as-built building structure geodetic survey contractor should prepare a protocol on the conducted measurements. The protocol should include:

- survey drawing;
- records of the detailed measurements – in the text form and, when the number of the points is more than 20, also in a digital form in the \*.crd and \*.txt format;
- calculation protocols, including input documents that are necessary for assessing the accuracy of the provided results - in the text form;
- list of coordinates (Y, X, Z) of all detailed points and used point field points, specified in meters, with at least two decimal places, with point quality code symbols and with a brief description of the detailed points;
- graphic documentation, including its digital form pursuant to Directive 751;
- technical report, which must include:
  - project name, names of the client and contractor;
  - localization data (community, cadastral area, plant part, ...);
  - coordinate systems, used positional and height points;
  - performance of the related field works (date, persons, equipment, methods);
  - performance of the related office works (date, persons, equipment, methods);
  - conclusion (compliance with the required accuracy);
- confirmation of the set aside and acceptance of the protocol.

4.9.6 BMP content and creation are governed by Directive 751.

### 4.10 Unified property record keeping system

4.10.1 A unified property record keeping system should be systematic recording and documenting of the changes of the given property ownership and other rights, stated in AIS, and their recording in the Land Register pursuant to Act No. 256/2013 Coll., and Decree No. 357/2013 Coll.

4.10.2 The subject of the unified property record keeping system should be formed by all properties, to which UNIPETROL RPA, s.r.o. and UNIPETROL, a.s. have any rights that are subject to recording in the Land Register pursuant to Act No. 256/2013 Coll. A part of the unified property recording system is also formed by all properties owned by UNIPETROL, a.s. that are located on the production premises of the company.

4.10.3 The unified property record keeping system is maintained in AIS (see Directive 751). DSS makes sure that the records in AIS correspond to the accounting records and the data in the Land Register.

4.10.4 All company units that conduct property operations, which result in changes of the Land Register data, are responsible for:

- preparing corresponding documents (such as purchase contracts, easement contracts, pledge agreements),
- submitting corresponding documents (such as purchase contracts, easement contracts, pledge agreements) and other documents (such as decisions of the state administration authorities) to DSS in order to ensure their proper recording in AIS and the Land Register without any unnecessary delay,
- eligibility of the given documents (such as purchase contracts, easement contracts, pledge agreements) to be recorded in the Land Register, especially making sure they include precise property identification pursuant to Decree No. 357/2013 Coll. (name of the cadastral area, complete property number, property size, building number and, if assigned, street number),
- should the given construction or extension create a new ownership or other right, the unit that is responsible for implementing the construction submits all documentation that demonstrates the formation of the ownership right, and particularly the corresponding final building approval that includes the information when it becomes legally effective and the corresponding geometric plan, to DSS. The geometric plan should be submitted to PMD in the paper form as well as digital form,
- should the given demolition of building result in the expiry of the ownership or other right, the unit that is responsible for the demolition of building submits all related documentation, and particularly the corresponding demolition decision that includes the information when it becomes legally effective, to FMD.

## 5 Responsibility

Activity	1	2	3	4	5	6	Article number
Area usage management, zoning and planning activities	O	S				S	4.1.3
Local investigation related to the area usage change		O				S	4.2.1
Construction approval	O	S				S	4.3.1.2
Construction survey measurements	S					O	4.3.3
Construction handover and acceptance proceedings	S	S		S	O	S	4.3.1.3 4.3.1.4
Numbering individual buildings		O	I			S	4.4.2
Marking buildings with numbers						O	4.4.4
Documentation modifications arising from changes of building numbers						O	4.4.6

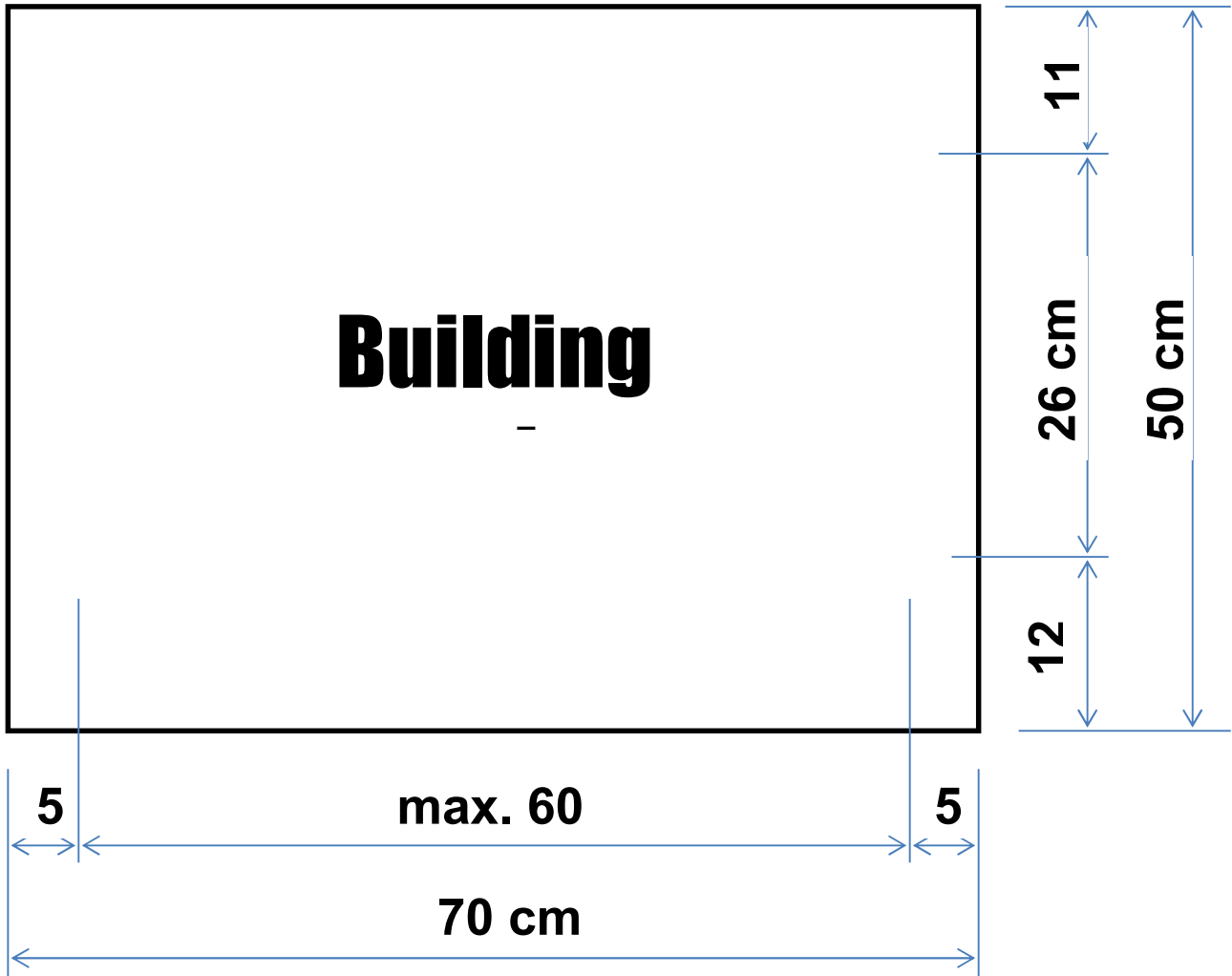
Discussing proposals for installing new and removing existing EAGDL and EUDL		S				O	4.5.	
Applying conditions for external structures on the company area	O	S		S		S	4.6	
Preparing a plan of the districts		O		S		S	4.7.5	
Responsibility for the order, fire protection, occupational safety and protection of the environment within the district				O			4.7.1	
Concluding agreements on set aside worksites		I		O		S	4.7.6.1 4.7.6.4	
Concluding agreements on changes of the district boundaries		I		O		S	4.7.11	
Management and maintenance of the point fields		O				O	4.9.2.2	
Property record keeping system	O					S	4.10.3	
Preparing documents for property transactions	S	S	S			O	4.10.4	
Identifying building structures in the project documentation and in the decisions of building offices						O	S	4.3.2

Explanatory notes: O - responsible, S - cooperates, I - is informed, 1 - FMD, 2 - PMD, 3 – BMD, 4 - Manager of the district, special district or set aside worksite, 5 - Construction proposer (changes, maintenance works, demolition of buildings), 6- Company units.

## 6 List of related documents

Act No. 183/2006 Coll.	on Zoning and the Building Code (the Building Act),
Act No. 256/2013 Coll.	on the Cadastre of Real Estate (Cadastral Act)
Decree No. 357/2013 Sb.	Decree on the Cadastre of Real Estate (Cadastral Decree)
Decision 2007/17	Responsibility for fulfilling the contract on the property management and on the establishment of an easement, including the given agreement
Directive 027	Management of investment projects
Directive 372	Excavation and field works, terrain modifications
Directive 465	Issuing work permits
Directive 435	Work permit (Litvínov and Kralupy refinery units)
Directive 520	Long-term and small assets. Record keeping system, management and discarding, emission permits
Directive 522	Leasing assets, providing services, contractual relations, lease price map
Directive 701	Roads
Directive 751	Facility management information system
Directive 844	Technological equipment maintenance
N 11986	Pipeline distribution networks. Documentation, inspections and takeover

**A. Table for physical marking of buildings**



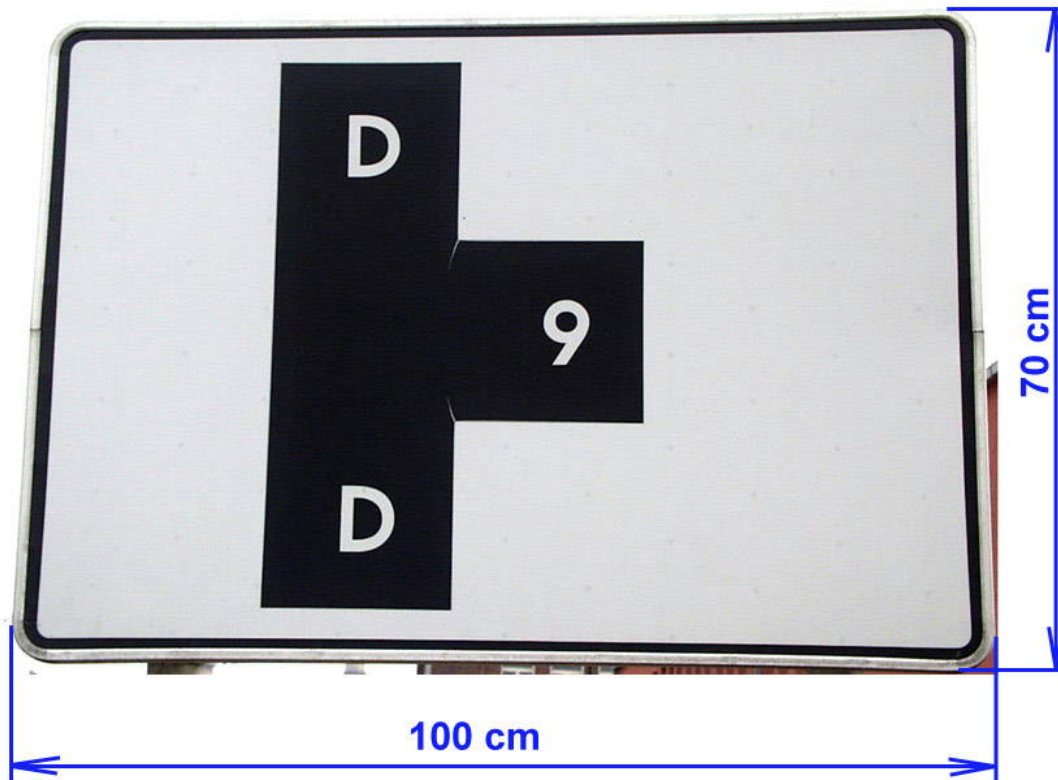
**The following font should be used for the building numbers:**

**IMPACT**

**1234567890**



**B. Sign for marking basic roads**



### C. Overview of the units



Appendix D

## D. List of the BMP mapping objects

### Geodetic bases:

- points of the basic positional point field
- points of the detailed positional point field
- points of the height point field

### Topography:

- set of the height points
- terrain edges
- contour lines

### Properties:

- property boundaries

### Vegetation:

- maintained vegetation areas, including reclamation areas
- woods
- trees and bushes
- individual significant trees

### Buildings:

- buildings and civic amenity structures
- administration and management buildings etc.
- production and storage buildings
- other buildings

### Other industrial building structures:

- towers
- chimneys
- ground reservoirs and tanks
- crane tracks
- walls, banks, fencing
- paved surfaces, basins, machine and technological equipment foundations
- shelters
- industrial bridges, conveyor bridges
- other industrial building structures not stated above
- underground reservoirs, tanks, sumps and septic tanks
- other underground objects, with the exception of utility networks

### Roads, including bridges and paved surfaces for transport and handling purposes:

- routes and route connections to individual buildings, parking lots
- sidewalks
- paved handling and parking areas; courtyards
- road bridges and gangplanks
- underpasses
- loading ramps

- drainage trenches and tanks
- passes
- other road structures

**Railway structures, including bridges:**

- company siding tracks
- company siding railroad switches
- crossing and branching points
- rail scales
- revision/assembly pits
- structures for railway car rope shifting
- stoppers
- crossings
- passes
- railway bridges
- loading ramps
- platforms
- other railway transport structures

**Water main:**

- pipeline axes differentiated based on the given type, including dry risers and foam distribution
- slide valves
- valve flap
- hydrants
- air tanks
- all shaft types
- measuring equipment
- protectors
- defect locations

**Sewerage system:**

- sewerage lines (including connections) differentiated based on their types
- sludge pipes (biologic sludges)
- revision and ventilation shafts
- rainwater separators
- inverted siphons
- well holes
- Parschal flume
- inlets

**Electric distribution lines:**

- VHV cable lines
- HV cable lines
- LV cable lines
- distribution boxes
- connections
- charging poles (trolleys)

- semaphores
- lighting poles and columns

**Communication and security distribution lines:**

- low-current cables (phone, company radio, signalling and exact time)
- optical cables
- signalling cables (of the security siding equipment, ammonia, petrochemical)
- accompanying long-distance pipeline cables
- defect locations
- coal-loading cabinets
- connections
- cable accessories
- cable loops
- condenser cabinets
- cable limiters

**Underground product pipelines:**

- pipeline axes differentiated based on the given medium
- all valves
- transverse cross-section points

**Long-distance pipelines**

- pipeline axes differentiated based on the given medium
- shafts
- protectors
- cable installation bases
- pushers
- connection items
- marking rods
- information signs
- marker station
- defect locations
- stations (fencing, shelters, shafts and structural modifications)
- access roads and station handling areas

**Structures for the common outer distribution lines:**

- pipeline bridges
- coaling bridges
- bridge bases
- collectors
- sewers
- cable routes
- common cable routes
- protectors

**Geological survey:**

- equipped bores
- survey probes and bores

**Watercourses and water surfaces:**

- watercourses
- water surfaces