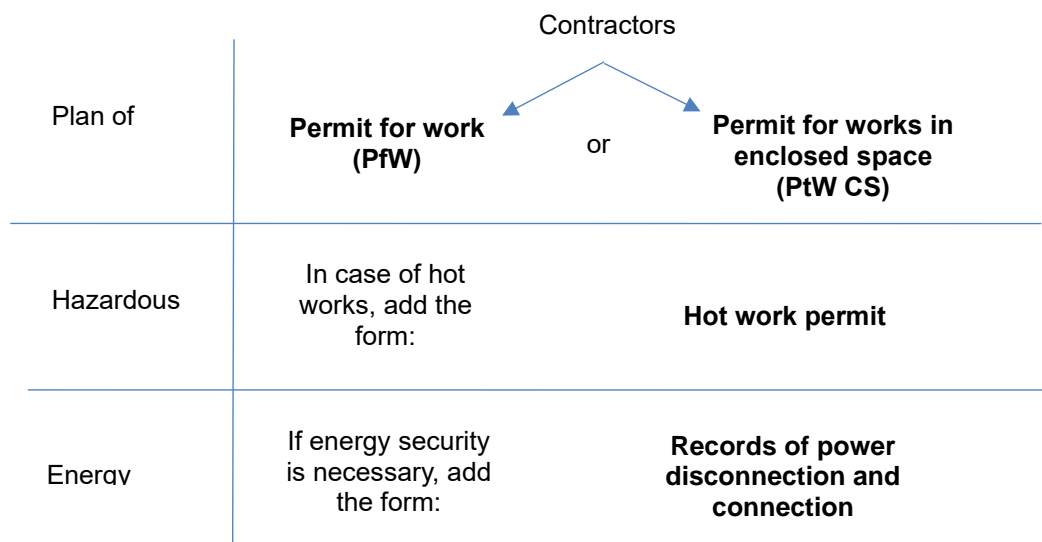


A permit for works/permit to work in confined spaces (hereinafter as “PERMIT”) is issued, in line with the internal guideline II.IS-DP-BOZP-25, for all the works performed by the Contractor:



Hot work PERMIT:

	<b>Type of form</b>	<b>Respective control room of ENV/MRC/PLN/ENV Silo</b>	<b>Representative of the implementer (accessibility on the workplace, or determined plants*)</b>
<i>Annex 1</i>	Part A) Permit for works	ORIGINAL	COPY
	Part B) Hazards and risks	/	ORIGINAL
	Part C) Notification of the beginning and end of works	ORIGINAL	/
<i>Annex 2</i>	Part A) Permit to work in confined spaces	ORIGINAL	COPY
	Part B) Hazards and risks	/	ORIGINAL
	Part C) Notification of the beginning and end of works	ORIGINAL	/
	Part D) Control and measurement of atmosphere	/	ORIGINAL
<i>Annex. 3</i>	Records of familiarisation	ORIGINAL	COPY
<i>Annex 4</i>	Hot work permit	ORIGINAL	COPY
<i>Annex 5</i>	Records of power disconnection and connection	ORIGINAL	COPY

\*Determined plants: SO 106 Warehouse of alcohol, SO 102 Operational silos, SO 115 BWWTP, SO 110 Boiler room, SO 111 Water treatment and cooling towers, SO 360 CGU and the premises of SILO in control room SO 106

- ✓ By handover of the copy of a completed PERMIT to the Contractor the issuer of the PERMIT provides a consent to the performance of works required, and the PERMIT hereby becomes valid. The Contractor is obliged to have the copy of the PERMIT available in the workplace.

***It is forbidden to perform works WITHOUT an issued and approved PERMIT!***

Responsibilities of the Contractor or his representative:

- ✓ To report in person the beginning and end of works to the respective control room every day through part C) of the PERMIT and to the person responsible for operation.
- ✓ To proceed in compliance with the diagram of the procedure for issuing a PERMIT (see below) prior to the beginning of works.
- ✓ In cooperation with the issuer of the PERMIT, to include in the PERMIT the names and surnames of the persons (Annex: Records of familiarisation) who will perform the works, and to add a telephone number under part C) of the PERMIT where they will be accessible.
- ✓ After the completion and signature of the PERMIT, to demonstrably notify all the persons participating in the working activities, including themselves, of the working conditions defined in the PERMIT (Annex: Records of familiarisation).
- ✓ To confirm by own signature that they personally made sure that the security measures relating to the preparation of the workplace for safe performance of works, specified in the PERMIT, have been implemented.
- ✓ To delegate the performance of works to employees, and to order measures to secure them.
- ✓ To inspect the observance and implementation of measures specified during the performance of activities.
- ✓ To be present at the place of work during the performance of works.
- ✓ To forbid working on other devices within the plant except for those to which the issued PERMIT applies.
- ✓ To ensure passability of the escape routes from the space where the activity is being performed.
- ✓ To submit, upon request, the PERMIT to the supervising authority (to the head, OHS Department, Department of Environment, etc.).
- ✓ To ensure cleaning of the workplace after the performance of works and removal of possible waste material following an agreement with the issuer of the PERMIT in compliance with the internal guideline on waste management.
- ✓ To ensure that the activities relating to hot works were only performed by the persons having valid professional qualification.
- ✓ In explosive zones and confined spaces, to ensure continuous measurement of the environment until the end of the works by a respective gas analyser, and permanent presence of the fire assistance patrol under the Hot work permit.
- ✓ To ensure the removal of the sources of fire risk after the end of the activities.
- ✓ To make an entry on the information board (a flip chart) that provides an overview of works performed by the Contractor and informs other Contractors of works ongoing at the workplace simultaneously, while including the name of the company, the number of persons of the Contractor present in the plant, the type of activities performed, the time range of works performed.

Procedure for Issuing PERMITS:

