



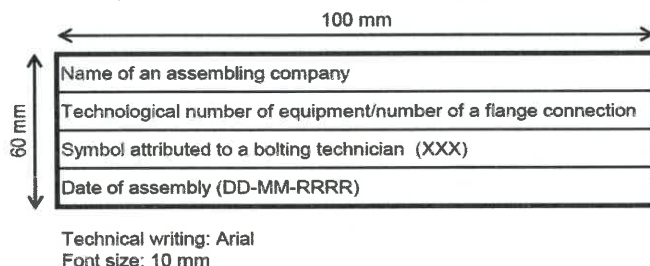
## GENERAL REQUIREMENTS

for contractors performing work for PKN ORLEN S.A. at the Production Plant in Plock as well as PTA Plant and CCGT in Wloclawek.

1. Work shall be performed:
  - based on a one-off permit issued by authorised representatives of the production area,
  - according to the conditions specified in the one-off permit, with the use of protection described therein,
  - in zones at risk of explosion,
  - in areas where leakage, damage and failures with possibility of inflammable and toxic substance release may occur.
2. The Contractor shall provide precautionary measures for inspectors of the Office of Technical Inspection (UDT) who perform a technical inspection which requires one-off permits.
3. The Contractor may use power media and water solely based on separate agreements concluded with PKN ORLEN S.A. appropriate departments.
4. It is forbidden to clean disassembled elements of apparatuses (heat exchanger inserts, etc.) and pipelines at production units. Cleaning of disassembled elements of apparatuses and pipelines should be only in the place specially designated for such purposes by PKN ORLEN S.A.
5. The Contractor shall observe the environment laws and provisions of the Environmental Management System according to ISO 14001 enforced in PKN ORLEN S.A. The Contractor shall advise PKN ORLEN S.A. Company Ecological Inspection (tel. 24 365-44-99) of any work that may present a risk for the environment and any emergency that has resulted in such a risk.
6. The Contractor shall enable PKN ORLEN S.A. representatives to verify whether provisions of the Environmental Management System are observed in the hinterland and construction camp utilized by the Contractor.
7. Scaffolding assembly – solely by an authorised company and in accordance with applicable regulations.
8. The Contractor shall use only non-sparking tools when an apparatus is open for the first time.
9. Should a crane need to drive into/out of the production unit, in which the Contractor performs work, with a partly folded jib (i.e. the continuation of driving on internal roads shall require further folding of a jib), the Contractor shall submit a relevant request to PKN ORLEN S.A. justifying selection of such solution. In case of acceptance, the Contractor shall be obliged to carry out drive-in/drive-out risk analysis as well as determine security measures to be accepted by PKN ORLEN S.A. Occupational Health and Safety Office.
10. Work shall be executed by the Contractor's qualified employees having at least two-year work experience at the Contractor's in a particular branch of industry or at least three-year work experience in repair work performed for ORLEN Group production units. The list of employees allocated to work execution should be attached to an offer.
11. The Contractor shall provide bolting technicians and responsible engineers trained by an independent body in the scope of correct assembly of flange connections according to the standard EN-1591-4. The required level of training – min 50% of bolting technicians and 100% of responsible engineers. In case a PKN ORLEN S.A. representative identifies an incorrectly assembled flange connection (after technical acceptance) the Contractor's bolting technician who assembled such a connection should be resent for training in order to verify his qualification in the scope of correct assembly of flange connections.
12. Each and every flange connection is required to be marked with a plate made of material resistant to external environment. The plate should bear the following information:
  - the name of an assembling company,
  - the technological number of equipment/number of a flange connection,
  - the symbol attributed to a specific bolting technician (the symbol in the XXX format is attributed to a specific bolting technician by an assembly company),
  - the date of a flange connection assembly.



The example of a plate attached to a flange connection:



13. The Contractor shall appoint a person responsible for OSH supervision. In case several contractors perform work at the same production unit and time, PKN ORLEN S.A., before work begins, shall designate one coordinator from among the people appointed by contractors. The coordinator shall have full responsibility for all OSH issues concerning all contractors performing work in such a complex.
14. The Contractor shall provide its employees with welfare facilities – the welfare facilities arrangement should be based on separate regulations in PKN ORLEN S.A.
15. In case work is performed in a production unit in operation the Contractor shall provide properly trained chemical rescue workers and necessary equipment.
16. The Contractor shall perform work in accordance with technical and professional knowledge and applicable technical standards and conditions for execution and acceptance.
17. The Contractor shall notify PKN ORLEN S.A. that it is ready to start work. The notification shall be made with the entry into the construction logbook at a minimum one day in advance. The Contractor shall provide supervision of work and document progress of work systematically in the construction logbook. After work completion the Contractor shall notify PKN ORLEN S.A. about readiness of the performed work for technical acceptance and prepare acceptance documentation (technical and financial) in accordance with Polish law as well as PKN ORLEN S.A. internal regulations.
18. All works both covered and temporary/auxiliary need to be confirmed by the PKN ORLEN S.A. supervision inspector in the construction logbook (by the Contractor's previous notification in the construction logbook).
19. Should the Contractor identify damage on an element/equipment on which works are performed, the Contractor is obliged to immediately inform the Production Support Engineer responsible for such an element/equipment about the event. Otherwise, such damages may be attributed to the Contractor and the Contractor shall pay the cost of their repair.
20. The Contractor shall ensure that the construction site shall be clean and tidy during work execution and after the completion of work and shall pass over all wastes produced during work execution to an authorised recipient according to appropriate provisions of the contract signed by both parties. The Contractor shall arrange a temporary storage place of waste with a manager of an organizational unit, who is responsible for keeping records of waste according to the Waste Management Procedure binding in PKN ORLEN S.A.
21. Temporary construction backup facilities and equipment located outside the Contractor's fixed construction backup facilities have to be permanently marked with the name of a company. Utilities connections have to be made in accordance with technical and professional knowledge and safety requirements. Construction backup facilities have to be located with the consent of PKN ORLEN S.A. and in accordance with separate regulations issued by PKN ORLEN S.A. Equipment connection has to be made in accordance with appropriate regulations of PKN ORLEN S.A.
22. The Contractor has to make any required arrangements and possess a particular authorisation to perform work resulting from legal regulations.
23. When performing work the Contractor shall not use any third-party intellectual rights without its consent. The Contractor undertakes to defend and hold PKN ORLEN S.A. harmless from and against any third-party claims or objections due to infringement of the copyrights and intellectual rights which arise in connection with the work performed by the Contractor and exempt PKN



ORLEN S.A. from the obligation to pay all and any costs and compensation addressed by any third-party.

24. It is strictly forbidden to use and carry active, commonly used mobile phones within PKN ORLEN S.A. production units as well as in buildings and special rooms (for example: rack rooms, switching stations, etc.)
25. During turnaround and technological shutdowns the Contractor has an obligation to notify in writing about the place, kind and scope of work to be performed on the following day.
26. The Contractor should possess tools facilitating work performance e.g. pneumatic wrenches to disassemble and assemble bolt connections of heat exchangers, manholes etc. - at least one wrench for 10 heat exchangers under repair.

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