Conditions for the work of contractors

Basic HSE requirements for contractors
at the sites of ALTEO Nyrt.

issued on: 01/24/2023

version number: 01

Table of Contents

1 General requirements 3
2 Preconditions for starting work 3
2.1 Work permit 3
2.2 Obligation to prepare a risk assessment 4
2.2.1 Simplified occupational health and safety risk assessment 4
2.2.2 Safety and Health Protection Plan (SHPP) 5
2.2.3 Comprehensive risk assessment (not simplified) 6
2.3 Personnel and material conditions for performing the work: 6
2.3.1 Personnel conditions for performing the work: 6
2.3.2 Material conditions for performing the work: 6
2.3.3 Protective and work clothing, personal protective equipment to be used on a mandatory basis 7
2.4 Occupational health and safety conditions for work: 8
2.5 Fire protection conditions for work 9
2.6 Environmental conditions for work 10
2.6.1 Requirements for chemicals used 10
2.7 Property protection conditions for work 10
2.8 Work area handover procedure 11
2.8.1 Simplified work area handover procedure 11
2.8.2 Work area handover procedure for construction projects 11
3 Documents required to be kept at the work site 12
4 Supervisor 12
5 Organizational requirements 12
5.1 Provision of sanitary facilities 12
5.2 First aid requirements 13
6 Causing and reporting HSE incidents 14
7 Emergency procedures 14
8 Sanctions for the breach of regulations 14
9 Annexes 16
Annex 1: Sanctions for breaches 16
Annex 2: Simplified risk assessment, sample document 17
Annex 3: Load lifting 25
Annex 4: Rules for work involving a risk of fire 31
Annex 5: Working in confined spaces 33
Annex 6: Earthworks 37
Annex 7: Work at height 39
Annex 8: Installation of scaffolds 41

1 General requirements

The Contractor undertakes to

- strictly comply with the laws in force at all times, as well as with the HSE regulations (work, fire, environmental protection, traffic rules, etc.) constituting an inseparable annex of effective contracts and individual orders (hereinafter: Contract) at the Hungarian sites and facilities of ALTEO Nyrt. (1033 Budapest, Kórház utca 6-12) (including solar power plants and wind turbines located in non-residential areas).

- provide to its employees the required personal, material and environmental conditions for safe and non-hazardous working conditions.

- check compliance with the relevant laws and the existence of safe and non-hazardous working conditions within the framework of regular inspections, and, if necessary, ensure that any identified deficiencies are rectified.

When fulfilling the order, the Contractor may involve subcontractors only upon prior written notification, subject to detailed justification, with the written approval of the Customer.

If the Contractor wishes to employ a subcontractor (contributor), it undertakes to have the subcontractor strictly comply with the HSE regulations in force at the sites of ALTEO Nyrt. The Contractor shall hand over the HSE regulations to be observed to its subcontractors and familiarize them with the contents thereof in a documented manner. Subcontractors may only start work after they have familiarized themselves with the HSE regulations to be observed and accepted such regulations as binding on them.

The Contractor is responsible for subcontractors used as if the relevant work had been performed by the Contractor.

The Contractor must take all necessary measures to ensure that the materials and procedures used during the performance of its activities do not threaten the health and safety of the persons who perform the activities and who are within the scope of the work, or the security of the natural and built environment, and do not cause damage to ALTEO Nyrt.

Any questions in connection with the HSE requirements related to the fulfillment of the Contract or the order must be directed to the contacts specified in the Contract or the order, who will provide the Contractor and/or its subcontractor an opportunity to clarify any HSE-related questions that have arisen (e.g. hazards at the site, evaluation on HSE plans, interpretation of MOL HSE rules, etc.).

2 Preconditions for starting work

2.1 Work permit

On the premises of ALTEO Nyrt. and its subsidiaries as defined in Section 3(2)(2) of Act C of 2000 on Accounting (hereinafter jointly referred to as “ALTEO Group” or “Customer”), work may only be performed in possession of a valid and effective work permit issued by ALTEO Group, which may be issued under the following conditions:

- A valid and effective contract or order for the work

- The supervisor appointed by the Contractor possesses a valid Supervisor’s Certificate.
  Before commencing work, the supervisor reviews the HSE material compiled by ALTEO Nyrt. through E-Learning and takes a corresponding exam. If the exam is passed, a “Supervisor’s Certificate” is issued, which entitles its holder to apply for a work permit.

- The Contractor has a proper preliminary occupational health and safety risk assessment for the work to be performed **in accordance with the relevant regulations** (see Section 2.2)
  The risk assessment must cover the risks and risk factors of the work equipment used, the activity to be performed and the work environment. Based on the risk assessment, the Contractor determines the necessary personal protective equipment and the necessary risk mitigation measures.
  The risk assessment is used by the issuer of the permit to prepare the work permit, and, where necessary, it is supplemented or amendments are suggested.

  In the case of construction activities subject to an official permit, a safety and health protection plan must be prepared if
  - the construction activity is expected to last longer than 30 working days, and more than 20 employees take part in it simultaneously,
  - or the amount of the planned work exceeds 500 man-days,
  - or several companies work on the realization of a given project at the same time and at the same place (general contractor and subcontractors).

- The material, personal and HSE conditions of the work are ensured

Supervisor: an appointed or commissioned person who coordinates the activities of the members of a given work group, organizes their work, controls them professionally, supervises their activities, continuously ensures the establishment of safe and non-hazardous working conditions and checks compliance with them.

During the performance of the work, the supervisor must wear a clearly visible distinctive sign indicating his or her position (e.g. armband, safety helmet with a different color, clearly visible label, etc.)

The supervisor may only perform work if he or she can safely monitor the workers under his or her control, as well as the movements and incidents that pose a threat, and if he or she can take timely action and respond to any hazards that may arise.

In the case of work in confined spaces, in addition to control tasks, he or she can only perform observation activities.

The supervisor must inform the employees under his or her control about the risks of the work and the HSE regulations to be followed in a documented manner.

2.2 Obligation to prepare a risk assessment

2.2.1 Simplified occupational health and safety risk assessment

The Contractor must prepare a simplified occupational health and safety risk assessment if the work he performs is regarded as extremely risky, or if the Customer requests this in advance.
The risk assessment must be prepared on the basis of the form and sample provided by ALTEO Nyrt. (Sample: Annex 2)

The simplified occupational health and safety risk assessment consists of three main parts (see Annex 2):

1. Contractor details, which must be filled in by the Contractor(s), providing information about themselves and their subcontractors, and determining which activities within a given work will be handled by which Contractor.
2. Part describing the hazards arising from the technology used for the work, for which preliminary information is provided by ALTEO Nyrt. during the preliminary site survey, providing details on the sources of physical threats and harmful substances arising from the technology.
3. The risks must be described in detail by the Contractor, identifying possible risks and the methods of protection against them based on the various steps of performing the activity (taking into consideration the sequence of activities). This is the part where the protective and safety devices to be used during the activity, as well as the methods and equipment for handling emergencies must

be specified. The steps of the work process must be described in such detail that the entire work process, the tools and protective equipment used can be identified.

Extremely risky activities:

1. Work in confined spaces, unless the activity is limited to revision and inspection only (see more details in Annex 5)

2. Work involving a critical risk of fire
Work involving a critical risk of fire means an activity with a risk of fire carried out in the immediate vicinity of operating technology, as well as an activity generating such heat that may be an ignition source for the environment (see more details in Annex 4).

3. Lifting operations subject to a lifting plan and lifting operations carried out under special circumstances
Lifting operations carried out under special circumstances include lifting activities above operating technology, in confined spaces, and above buildings in which persons are regularly present (see more details in Annex 3).

4. First disassembly of dangerous devices, work involving the disassembly of pressurized parts of technological systems, and any activities where the release of hazardous substances is expected;

5. Work performed above ground level or under water involving the risk of falling in, falling down or submerging, if there is no established technical protection (see more details in Annex 7);

6. Parallel work performed by contractors, if they endanger each other's safety;

7. Other work involving an increased risk or performed under special conditions (particularly earthwork, see Annex 6), under a foil tent, in a plastic tunnel or in an area delimited in any other way, in an inert atmosphere), subject to the individual decision of the operator.

2.2.2 Safety and Health Protection Plan (SHPP)

In the case of construction activities subject to an official permit, a **safety and health protection plan** must be prepared if

- the construction activity is expected to last longer than 30 working days, and more than 20 employees take part in it simultaneously, or
- the amount of the planned work exceeds 500 man-days, or
- several companies work on the realization of a given project at the same time and at the same place (general contractor and subcontractors).

The plan must first be prepared at the design stage, and then it must be updated with possible changes at the implementation stage. When creating the content, the requirements of the relevant law (Joint Decree No. 4/2002 (II. 20.) SZCSM-EüM), as well as the following criteria must be taken into consideration:

- timeline of work processes,
- coordination of simultaneous work, the unique rules thereof,
- determination of activities to be performed only in a certain sequence,
- determination of protective equipment and measures,
- rules for preventing the entry of unauthorized persons.

The above-mentioned plan must be prepared by the safety and health protection coordinator (specialist entitled to perform work safety activities), who is also responsible for making the necessary amendments and checking compliance with its provisions during implementation. The General Contractor is responsible for the appointment and employment of the safety and health protection coordinator.

2.2.3 Comprehensive risk assessment (not simplified)

A comprehensive risk assessment must be carried out for construction projects that are not subject to an official permit, but

- the construction activity is expected to last longer than 30 working days, and more than 20 employees take part in it simultaneously, or
- the amount of the planned work exceeds 500 man-days, or
- several companies work on the realization of a given project at the same time and at the same place (general contractor and subcontractors).

Attention: Risk assessments must be submitted for approval at least 3 working days before the actual commencement of the work. The Customer or its representative (issuer of the work permit) is entitled to evaluate the risk assessment. Upon request, the HSE organization of ALTEO Nyrt. will provide professional assistance during the evaluation procedure.

2.3 Personnel and material conditions for performing the work:

2.3.1 Personnel conditions for performing the work:

- The supervisors of the Contractor and/or the subcontractors may only enter ALTEO's sites to perform work after completing a valid ALTEO HSE training course and passing an exam. An HSE supervisor training course must be completed by all supervisors who are listed as supervisors in the work permit. The document proving that the exam has been successfully passed must be kept by the supervisor at the site. The HSE training and the exam are valid for one year and must be renewed before their expiry.

In the case of construction activities subject to an official permit or construction activities longer than 30 working days, excluding planned maintenance activities, before starting the activity, the Contractor's supervisor(s) must attend a HSE training course provided by ALTEO Nyrt. for the given project.

- The supervisor must present the HSE training material related to ALTEO's sites and the activity to the members of his or her work group, who, after the training, declare in writing on a form provided to them (Employee's Declaration) that they have been made familiar with the HSE regulations of the ALTEO Group and accept compliance with them as binding on them. The Employee's Declaration must be kept in the work area, and, upon request, it must be presented. Work can only be performed by persons who have attended the employee briefing and confirmed their attendance with their signatures.
- Work may only be performed by employees who are in a proper condition for work.

2.3.2 Material conditions for performing the work:

- The persons performing the work must have the personal protective equipment specified in the relevant legislation, risk assessment and work permit, and uniform work clothing with the company's logo, covering their arms and legs.
  On the premises of ALTEO Nyrt., in the case of construction work where there is no direct risk of injury to the hands, arms or legs, short-sleeved work shirts (T-shirts) and work shorts may be acceptable if the corresponding risk assessment expressly permits this. Short clothing is not permitted in technological areas.
- The Contractor is responsible for determining, providing and checking the use of the protective equipment required for the activities based on the risk assessment. The Contractor must continuously ensure that the specified protective equipment is in good condition and provides full protection; in case of damage, the equipment must be repaired or replaced. The protection

capacity of the protective equipment and, where required, the periodic inspections must be identifiable at the work site.

- During their work, employees may only use tools and work equipment that are suitable for performing the work and have been inspected in accordance with the relevant law.
  The documents certifying the inspections for non-hazardous and hazardous work equipment according to Decree No. 10/2016 (IV. 5.) NGM and Section 3 of Decree No. 5/1993 (XII. 26.) MÜM, respectively, must be available in the event of an audit by the HSE organization.

- Depending on the work area and the activity, the Contractor must possess a sufficient number of (rented or owned) gas concentration measuring instruments for the detection of the gases defined in the corresponding permit. The instrument may only be operated by an employee assigned by the company who is familiar with its operation. A certificate must be available with respect to the periodic inspection and calibration of the instruments.

2.3.3 Protective and work clothing, personal protective equipment to be used on a mandatory basis

Protective and work clothing, as well as personal protective equipment must be used in the technological areas of the sites of ALTEO Nyrt. on a mandatory basis.

2.3.3.1 Industrial power plants, heating plants

- Industrial safety helmet with chin strap (MSZ EN 397:2012+A1:2013, protection category 2)
- For activities where flammable and explosive liquids, gases, dust or vapor may be released to an extent causing danger, or are present, closed, antistatic, flame-resistant or flameproof protective clothing marked with the Contractor's logo (MSZ EN ISO 13688:2013, MSZ EN ISO 11612:2016, MSZ EN ISO 14116:2016, MSZ EN 1149-5:2008 protection category) **1***
- In other areas, closed, uniform work clothing with the Contractor's logo
- Type S3 closed work safety footwear (MSZ EN ISO 20345: 20129)
- On the premises of BC Power Plant:
  - protective goggles
  - full respiratory protection equipped with ABEK-CO-NO-Hg-P3 filter insert

2.3.3.2 Hydropower plants, water treatment plants, solar parks

- Industrial safety helmet (MSZ EN 397:2012+A1:2013, protection category 2)
- Uniform work clothing with the Contractor's logo
- Type S3 closed work safety footwear (MSZ EN ISO 20345: 20129)

2.3.3.3 Wind turbines

- Industrial safety helmet for rope access activities (EN 397, EN 50365, EN 12492)
- Uniform work clothing with the Contractor's logo
- Type S3 closed work safety footwear (EN ISO 20344: 2011; EN ISO 20345:2011; EN 12568:2010)
- Due to the risk of falling from a height and falling in, full body harness (EN 361), fall protection system with a Y-strap energy absorber (EN 355, EN 353-1,2)
- For tasks where employees need to work in a specific position to ensure work safety during the work process, e.g. repair of lights in a tower, positioning lanyards are to be used (EN 358)

1* Note: At the sites and in the technological areas of BC Power Plant, BC Power, TVK Power Plant, it is always mandatory, not only for activities where such situations may occur.

Attention: At some sites, in addition to mandatory protective equipment, it is also mandatory to use the protective equipment prescribed by the displayed pictograms (noise protection earmuffs, protective gloves, protective apron against acids, alkalis, etc.).

2.4 Occupational health and safety conditions for work:

- The Contractor must comply with the relevant provisions of the current occupational health and safety legislation in order to establish a safe workplace. Before commencing work, the Contractor must ensure appropriate working conditions for the employees based on the expected number of employees, the nature of the work, and the local circumstances (possibility of eating, changing clothes, providing first aid, etc.)

- For activities lasting more than three days and performed with the involvement of three or more employees at the same time, the Contractor provides MOBILE TOILETS for its employees, or, subject to individual agreement, they may use the on-site toilets.

- The Contractor must ensure that its employees arrive at the workplace in a proper condition for work and perform their work with the expertise and care that can be reasonably expected.

- The Contractor is liable for any damage caused by its employees.

- If the supervisor has to leave the work site, he or she must appoint a deputy with the appropriate qualifications. If no deputy with the appropriate qualifications can be found, the work must be suspended.

- Where required by the nature of the activity, the Contractor must display in the assigned work area the security and health protection signs required by law in a clearly visible manner, check the existence of such signs, and properly maintain them.

- The Contractor must ensure that no unauthorized persons are present in the assigned work area.

- In the work area, the Contractor and its employees must indicate on their clothing which company they belong to (the use of flame-resistant, antistatic clothing is mandatory for work on the premises of the Power Plants in Tiszaújváros and Kazincbarcika)

- In areas classified as explosive, it is prohibited to wear shoes that may emit sparks and clothes made of synthetic fibers, and it is prohibited to bring ignition devices into such areas.

- If there is a change in the number of persons performing the work or in the personnel, the Contractor must report this fact to the issuer of the work permit and instruct new employees in accordance with the applicable regulations.

- Every day, before commencing work, the Contractor must check in with the organization/person issuing the work permit.

- During the entire work period, the persons working in the work area must maintain order and cleanliness.

- If the Contractor working in the work area employs one or more subcontractors, fire protection and occupational health and safety must be organized by the Contractor, who is legally responsible for these aspects.

- The Contractor is responsible for all occupational health and safety, fire protection and environmental protection activities of its subcontractors.

- The Contractor must store all materials and hazardous substances used, removed, prepared for installation, etc. during its activities in accordance with the relevant laws, standards and regulations.

- Work in confined spaces may only be performed in possession of an entry permit issued by the Customer. During work in confined spaces, the Contractor must comply with the provisions of the entry permit.

- Smoking is only allowed in the designated areas – Smoking is prohibited on the premises of BorsodChem Zrt. and BC Power Plant.

- At the sites of the ALTEO Group, the regulations of the Highway Code apply, the maximum travel speed is 30 km/h.

- The Contractor must report all work accidents, accidents and injuries to the organization or person issuing the work permit; but the investigation of incidents, as well as other related tasks are the responsibility of the Contractor. If an incident needs to be investigated, the Contractor must inform the Customer of the results of the investigation and the measures implemented.

- To ensure safe and non-hazardous working conditions, the Contractor must take all security measures which are not listed here, but which can be reasonably concluded from the conditions of the work area and the nature of the task.

- If parallel work is performed by subcontractors under the control of the Contractor in the work area, it is the Contractor's responsibility to coordinate the parallel activities. If several General Contractors perform work in the given work area, a person appointed by the Customer is responsible for the coordination of parallel work.
  When applying for a work permit, the supervisor must request information from the issuer of the permit, and the issuer of the permit must provide information about the parallel activities performed in the area. In such cases, the supervisor must contact the supervisor of the group performing parallel activities and make sure that they do not put each other at risk through their activities.

2.5 Fire protection conditions for work

- Activities involving a risk of fire may only be carried out in possession of a permit for the given activity ("hot work permit").

- When determining the work area, suitable escape paths and routes must be designated. During work, these designated routes must be continuously monitored. It is PROHIBITED to block or narrow the escape routes or to store materials on them even temporarily.

- Depending on the work site, employees must familiarize themselves with the alarm signals used at the given workplace and the measures to be taken in case of an alarm.
  As far as BorsodChem Zrt. and BC Power Plant are concerned: In the event of a siren signal or any other indication of danger, the activity being performed must be stopped, the gas mask kept available at the site must be put on, the work area must be brought to a safe state (switching off electrical equipment, cooling down hot surfaces, turning off gas cylinders, etc.), and the area must be left perpendicularly to the wind direction. The wind direction is indicated by wind bags.

- When performing activities involving a risk of fire, the Contractor must ensure that an inspected fire extinguisher with the required extinguishing agent is available.

- Occasional activities involving a risk of fire may be performed in accordance with the conditions specified in advance in writing based on the characteristics of the site. The conditions must be specified by the person giving direct instructions for the work or directly controlling the activity of persons performing the work.

- Welders and persons performing work involving open flames, as well as persons directly controlling their work must have a valid fire protection examination. The certificate of the fire protection examination must be kept on site.

- The hot work permit must be signed by a person appointed by the Customer, who may supplement the permit according to the specificities of the location

- The gas cylinders stored in the work area may be stored in accordance with the relevant legislation currently in force. At the place where the gases are used, only a number of gas cylinders containing the amount sufficient for a single gas replacement may be stored, in a device designed for this purpose.

2.6 Environmental conditions for work

- It is prohibited to bring materials or preparations with incomplete or damaged labels and/or packaging and/or unidentifiable materials or preparations to the location of the activity, the work area, or the technological area.

- The Contractor must selectively collect the hazardous and non-hazardous waste generated during the performance of the activity in appropriately sized collection containers in a way that the pollution of the environment is prevented. It is the responsibility, task and obligation of the Contractor to provide the collection containers.

- Unless otherwise provided in the contract, the Contractor must have a carrier possessing a valid license remove the generated waste and hand it over to a waste disposal facility possessing a valid license as its own production waste.

- The Contractor must document the waste collected and removed by it and hand over to the Customer the records and documents proving removal and destruction before completing performance of the contract.

- The Contractor must report any incidents generating environmental impact or pollution during the performance of the work to the Customer's environmental protection officer.

- The elimination of the consequences of incidents generating environmental impact or pollution during the performance of the work must be started right after they occur. All costs incurred must be borne by the Contractor.

2.6.1 Requirements for chemicals used

- When choosing and using hazardous substances and preparations necessary for its activities, the Contractor must consider the hazards of the relevant substance/preparation to be used, the hazards present at the location of the activity, in the work area and the technological area, as well as any interaction between them.

- During activities involving hazardous substances and preparations, the Contractor must keep the safety data sheets of the hazardous substances and preparations used at the work site or within easy reach (e.g. within the site).

- If the hazardous substance may impact the environment of the Operator or a third party, the Contractor must inform the Customer accordingly before starting the activity.

- Where necessary, the conditions agreed by the Contractor and the Customer regarding the use of hazardous substances must be specified in the Work Permit.

2.7 Property protection conditions for work

- The Contractor and its employees may only perform work in the manner and in the area specified in the contract concluded by the Parties for the given work.
- It is prohibited to bring alcohol or narcotic substances into the work area.
- The Contractor accepts that the HSE specialists of the ALTEO Group and site managers may subject their employees to breathalyzer tests during work.

- The Contractor accepts full responsibility for the actions of its employees.
- The Contractor acknowledges that the ALTEO Group operates a property protection security system (camera, alarm and access control system) and takes advantage of remote monitoring at its sites.
- The Contractor will receive information on individual property protection instructions for each location at the relevant site.
- The Contractor may only enter the site in the presence or with the permission of an employee of ALTEO Nyrt.
- The Contractor may enter the remotely monitored site without the presence of an employee of ALTEO Nyrt. only if the remote monitoring center is notified of this fact accordingly.
- At sites without permanent supervision and equipped with alarms:
    - typically when working in the area of solar power plants, the fence may be touched after deactivating the alarm system. Deactivation is performed by the remote monitoring center. The control lamps mounted on the fence allow the Contractor to verify the inactive status of the system.
    - typically when working in the area of wind farms, prior login to the remote monitoring center; the alarm can only be deactivated in the presence of, or by, an ALTEO employee.

2.8 Work area handover procedure

2.8.1 Simplified work area handover procedure

In the event of maintenance, repair, assembly and minor construction activities (non-SHPP work and work not subject to the preparation of a full risk assessment), the handover of the work area may take place after the work permit has been issued.

The process does not require separate documentation; the specifications for the use of the work area will be prescribed by the Customer in the work permit. The handover and acceptance of the work area takes place by means of a joint site survey, at which the Customer and the Contractor determine the boundaries of the work area, and the Customer (Operator) describes the hazards arising from the work area and the work environment.

2.8.2 Work area handover procedure for construction projects

In this case, subject to the contract or agreement, the work area handover procedure may precede the issuance of the work permit (the issuer of the work permit must be determined prior to construction).

The handover of the work area must be documented in writing, and the document must cover the most important regulations regarding the work area, the special hazards present in the work area, and other issues and problems not otherwise regulated, which may endanger the safety of the construction activity.

After taking over the work area, the Contractor must surround it in a clearly visible manner (taking into consideration local circumstances). At the border of the fenced-off area, warning, prohibition and information signs must be installed about the work being performed. The information label must indicate the name and address of the company performing the work, as well as the name and contact details of the on-site work manager.

If, for any reason, it is not possible or justified to fence off the work area (e.g. when mowing lawn, taking care of plants, checking sprinklers or other fire protection devices, etc.), the Contractor must indicate the fact that work is being performed, the name of the Contractor, as well as the name and contact details of the supervisor by installing a sign on the access route to the work area.

In a work area where it is justified by the nature of the hazard, safety and health protection signs must be installed in order to protect employees and those within the scope of the work.
The installation of these signs is the responsibility of the Contractor working in the area. Warning and prohibition signs must draw the attention of the employees and those within the scope of the work to the hazards arising in the work location.

After taking over the work area, the Contractor is responsible to ensure the protection of persons within the scope of the work in accordance with the provisions of Act XCIII of 1993 (OHS Act).

3 Documents required to be kept at the work site

At the sites/in the projects of ALTEO Nyrt., work may only be performed in possession of documents proving suitability, education, qualification and authorization for the performance of the given activity:

- an occupational health report proving fitness for work,
- document proving authorization to work as a supervisor, training records
- fire protection examination (for the professions and activities prescribed by law),
- work area handover and provision records (where necessary),
- risk assessment or SHPP (where necessary according to the internal regulations of ALTEO Nyrt.),
- list of work equipment and instruments, periodic inspection records,
- safety data sheets of the chemicals used,
- periodic inspection records of lifting devices, slinging devices and machines,
- employer's assignments and training records of first aiders,
- documents proving qualifications (lifting equipment operator, welder, other machine operator, etc.)
- work permit.

The specified documents may be stored and presented on site in electronic form.

4 Supervisor

The Contractor must appoint a supervisor to control the work on site. The supervisor can only be a person who, in addition to the general employment conditions:

- is suitable for controlling several people,
- knows the hazards and sources of hazards typical of the given work environment,
- knows the health, safety and environmental regulations required for the performance of the work and is able to apply them in practice,
- has participated in the supervisor training prescribed by ALTEO Nyrt. and passed the relevant exam.

The supervisor

- must ensure safe and non-hazardous working conditions on site for the employees under his or her control, and comply with and checks the safety regulations defined in the applicable laws;
- must clearly distinguish himself or herself from the employees under his or her control (colored armband, safety helmet with a different color, etc.);
- must suspend the work and report this fact to the operator's representative if he or she detects any abnormal circumstances during the work;
- may leave the work site only after the suspension of work; while he or she is absent, the employees under his or her control must not perform any work.

5 Organizational requirements

5.1 Provision of sanitary facilities

During its work performed at the sites or facilities of ALTEO Nyrt., the Contractor must ensure the minimum level of occupational health and safety requirements in the workplaces according to "Joint Decree No. 3/2002 (II. 8.) SzCsM-EüM".

If the work site qualifies as a construction workplace, the provisions of “Joint Decree No. 4/2002 (II. 20.) SzCsM-EüM on the minimum occupational health and safety requirements to be implemented at construction workplaces and during construction processes” must also be complied with.

The Contractor must provide drinking water or hot drink/soda water depending on the nature of the work and the current weather conditions, as well as protective agents and an adequate level of cleaning and hygiene conditions in line with the nature of the activity and work.

In the event of work carried out in a technological area or outdoors, if the work is expected to last longer than 2 days and the expected number of persons working simultaneously is at least 10, a resting place (container) and at least 1 mobile toilet must be provided by the Contractor concerned in the work area. This quantity must be increased by 1 more mobile toilet for each additional 5 persons.

In the case of a general contractor, where the employees of several subcontractors work in the same work area, and the total number of employees exceeds the above-mentioned 10 persons, the mobile toilet and the resting container must be provided by the general contractor. The resting container must be provided with a heating system (in winter, if the daily average temperature is less than +4 degrees) and a cooling system (in summer, if the daily average temperature exceeds +24 degrees), and must be of a suitable size for the total number of employees.

If 10 or more persons from the same company perform work simultaneously in a work area for at least 1 week, a washroom (container) must be provided to them by the manager of the company concerned. In the washroom, there must be 1 wall-mounted wash basin for every 5 persons and 1 shower (with hot and cold water) for every 20 persons.

The containers provided by the Contractor are to be installed based on the approved organizational plan; if there is no such plan, the installation can take place upon consultation with the owner of the area.

Any deviation from these instructions is only allowed if the contract for the activity includes provisions contrary to these conditions. The contract may not be contrary to the applicable legislation.

The necessary resting, cleaning, toilet containers can be installed based on the organizational plan or upon prior consultation with the owner of the work area.

5.2 First aid requirements

The employer (Contractor) must ensure the possibility of providing first aid, and also that one of the employees should be a person trained and qualified according to the relevant regulations, appointed for the provision of first aid, who is always available on site (the document proving such qualifications must be presented upon request).

Measures must be taken to ensure that workers who have suffered an accident or suddenly become ill at any time can be transported for medical care.

In the event of maintenance or project activities requiring a significant number of personnel, if the size of the workplace or the nature of the activity makes it necessary, one or, where required, even several first aid rooms must be established. The obligation to establish first aid rooms exists if more than 50 employees work at the construction workplace simultaneously. This room must be labeled as specified in the relevant specific legislation (Decree No. 2/1998 (I. 16.) MüM). This room must be dimensioned in a way that a stretcher can be easily brought in there, with the injured person lying on it.

First aid rooms must be equipped with the appropriate first aid equipment and devices.

In addition, first aid equipment must be available at all places where this is required by the working conditions. The storage locations of first aid equipment must be labeled in accordance with separate legislation, and they must be easily accessible.
The address and phone number of the nearest ambulance service must be displayed in a clearly visible place.

6 Causing and reporting HSE incidents

The Contractor must report any incident that involves:

- personal injury,
- the formation of fire or smoke,
- a technical incident involving material damage or equipment malfunction,
- environmental pollution,
- a traffic accident,

or is related to such circumstances.

The report must be made to the manager of the technological area where the work is performed (Operator) and to the Customer (the person appointed in the contract as the Customer's representative) with respect to incidents affecting the Contractor's own employees and any subcontractors' employees.

The verbal notification must be confirmed in writing within 24 hours, providing the following information:

- date and time of the incident;
- location of the incident (company/identifiable location);
- nature of incident (actual incident/near miss);
- type of incident (process accident or personal injury, material damage, road accident, occupational disease, spillage into the environment, fire/explosion, road incident);
- whether it is related to the performance of work;
- affected persons (own employee, supplier/subcontractor, third party);
- brief description of the incident;
- data of reporting person.

To support the subsequent investigation of the incident, after reporting the incident, if possible, the location must be left unchanged until the arrival of the plant staff. The Contractor must order the immediate exploration of the root causes of the incident and document them according to the applicable legislation, and, in case of a personal injury subject to reporting, a report must also be made to the authorities. The Contractor must involve the appointed representative of ALTEO Nyrt. in the investigation of the incident through consultation and provide a copy of the investigation records to him or her.

7 Emergency procedures

The Contractor must familiarize itself with the alarm rules of the work site, the method of alarming, assembly points, emergency phone numbers, and the expected rules of conduct.
The Supervisors will be informed of these rules by the issuer of the work permit.

8 Sanctions for the breach of regulations

Contractors working for the ALTEO Group and their employees (agents), as well as any Subcontractors used, are responsible for compliance with the provisions of these regulations.
The Contractor acknowledges that, during the performance of the work, the representatives of the ALTEO Group will conduct on-site inspections to check the compliance of the work with the rules, and

agrees to cooperate in ensuring compliance. The inspections cover the checking of compliance with the applicable and relevant legal regulations and the HSE requirements of the ALTEO Group. The Contractor acknowledges that the ALTEO Group allows sanctions to be applied by the Customer in case of violations identified and documented during the on-site inspections in accordance with Annex 1 of these regulations, depending on their severity.

If the regulations are violated by the Contractor, its employees or subcontractors for the first time, the Customer draws the Contractor's attention to the violation in writing. In case of a serious violation, instead of a written warning, the Customer is already entitled to apply the sanction referred to in Annex 1.

If the Contractor, its employees or subcontractors repeatedly violate the regulations, depending on the nature of the violation, the Customer may, at its discretion, apply the sanctions referred to in Annex 1 against the Contractor (penalties, other legal consequences).

If multiple contracts exist between the Contractor and the Customer (irrespective of the place of performance), the violations are counted on an aggregate basis, rather than separately for each contract.

By signing the Works Contract, the representatives of the Contractor declare that they have become familiar with the corresponding regulations of the ALTEO Group and accept the provisions therein. They also declare that they acknowledge and assume responsibility for the penalties against their employees and Subcontractors, and agree that these penalties will decrease the final amount of the Contractor's fee.

9 Annexes

Annex 1: Sanctions for breaches

Sanctions for breaches (penalties, other legal consequences)			
No.	**Violation**	**Amount of penalty**	**Other sanction**
1.	Violation of smoking regulations Violation of fire ban	HUF 100,000	expulsion: 3 years (person)
2.	Working without a work permit	HUF 100,000	suspension of work
3.	Consumption, storage or possession of alcohol or narcotics at the sites of the ALTEO Group, or an attempt of the same	HUF 70,000	expulsion: 3 years (person)
4.	Working in an improper condition for work	HUF 70,000	expulsion: 3 years (person)
5.	Providing or using inappropriate protective equipment, failure to use protective equipment	HUF 30,000	occasion per person
6.	Using a prohibited area for traffic or stay	HUF 30,000	occasion per person
7.	Traffic offense	HUF 30,000	
8.	Failure to disconnect the work area from the mains after work	HUF 30,000	
9.	Acts against property, theft, intentional damage, etc.	HUF 100,000	compensation for damage, permanent expulsion
10.	Careless soiling of roads, causing damage to areas, soil pollution during transport	HUF 30,000	removal of damage, cleaning
11.	Improper indication of work area	HUF 30,000	
12	Improper storage of the waste generated	HUF 30,000	
13.	Lack or non-conformity of medical fitness document	HUF 30,000 per person	suspension of the person's work
14.	Lack of documents required to be kept on site	HUF 30,000 per document	suspension of related activity
15.	Failure to meet reporting obligation	HUF 30,000	
16.	Employee poses a serious risk to his or her or another person's bodily integrity or well-being	HUF 30,000	expulsion: 6 months (person)
16.	Working without HSE training	HUF 30,000 per person	
17.	Lack of company identification	HUF 30,000 per person	
18.	Failure to provide amenities (toilet, resting and dining container, etc.) deadline: start of work	HUF 50,000	
19.	Non-compliance with regulations not specifically examined here	HUF 30,000	

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Annex 2: Simplified risk assessment, sample document

HSE PLAN			
Description of the works			
Agreement ID			
1	**Principal**		*General Contractor*
	General Contractor		*General Contractor*
2	**Subcontractor 1**		*General Contractor*
	Subcontractor 2		*General Contractor*
	Subcontractor 3		*General Contractor*
	Add more as applicable		*General Contractor*
3	**Brief description of the activities/tasks to be performed**		*General Contractor*
4	**Site, location**		*General Contractor*
5	**The HSE plan was drafted by**	*maker's name*	*General Contractor*
	Date of drafting	*year. month. sun*	*General Contractor*
6	**The HSE plan was approved by (on behalf of the site)**	*approval name*	*Organizational unit/site representative*
	Date	*year. month. sun*	*Organizational unit/site representative*
7	**The HSE plan was approved by (on behalf of the General Contractor)**	*approval name*	*General Contractor*
	Date	*year. month. sun*	*General Contractor*
8	**The HSE plan was approved by (on behalf of HSE)**	*approval name*	*Organizational unit/site HSE*
	Date	*year. month. sun*	*Organizational unit/site HSE*

SUBCONTRACTOR'S MANAGEMENT		
	Description	
Description of requirements to be complied with by the subcontractor and its subcontractors (sub-subcontractors)	Control over the subcontractors involved in the construction is described in the contract.	*Subcontractor*
Division of HSE liability between several subcontractors working at the same location at the same time (parallel work)		*Subcontractor*

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

SUPERVISION			
	Title	**Frequency**	
Supervision: General Contractor	*XY – HSE* *XY Building Engineer*	*Through weekly spot checks.*	*General Contractor*
Supervision: Subcontractor	*N/A*	*N/A*	*Subcontractor*
Supervision: locals	*XY Ltd*	*Through spot checks*	*Site*
Supervision: indicate whether necessary			*Other*

TECHNOLOGY (SITE) HAZARDS																				
	Physical hazard																			
Fill in the technology	Lifting/rotating/hauling of equipment	Disruption of structural balance	Slipping, stumbling, falling; moving objects	Sharp, burred edges	Temperature, hot material	Workspace not level with the ground	Work above, falling objects	Inclement weather	Pressure and vacuum	Energy source with no control device (oven, reactor, column)	Insufficient ventilation	Closed space	Noise	Vibration	Insufficient lighting, laser	Electromagnetic field	High voltage	Location and arrangement (domino effect)	Dusty environment	Other (specify)
Architectural demolition	x	x	x	x		x	x	x					x	x						
Concreting, formwork	x	x	x	x		x	x	x						x						
Erecting structures	x	x	x	x		x	x	x												
Master builder's work	x	x	x	x		x	x	x					x							
Production of steel structures	x	x	x	x		x	x	x					x							
Repair of outer facades	x	x	x	x		x	x	x					x							
Repair of inner facades	x	x	x	x		x	x	x					x							

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Fill in the technology	Presence of hazardous substances																			
	Fire and explosion hazard	Hazardous atmosphere	Risk of fire (highly flammable)	Ionizing radiation sources	Toxic	Caustic	Irritating	Causing sensitivity or allergic reactions	Infectious	Carcinogenic	Mutagenic	Teratogenic	Fetotoxicity/embryotoxicity	Inert gas asphyxiation (nitrogen, carbon dioxide)	Microorganisms	Other (specify)				
Architectural demolition																				
Concreting, formwork																				
Erecting structures																				
Master builder's work																				
Production of steel structures																				
Repair of outer facades																				
Repair of inner facades																				

Other important information: (e.g. specification or description of the above hazards or other hazards from specific technology, layout, design, etc.)	*Work involving a risk of fire.*

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Job Safety Analysis (JSA) and SOP												
Step number	Step/Activity	What can go wrong?	What can be damaged/ who can get injured?	Mitigation / Preventive action	Participant - liability						Related legal or internal documentation
					Issuer of order	Operator	General Contractor	Subcontractor	Local fire department	Other (specify)	
1.	*Occupation of the work area*	*mechanical hazards, risk of falling down, falling in, tripping, risk of electric current, manual and mechanical material handling.*	*Employees, experts, helpers*	*Personnel conditions: Qualification, training. Material conditions: Tools in perfect condition Personal protective equipment: Safety helmet, safety shoes, safety gloves, protective goggles,*	*S*		*M, E, A*				*Decree No. 4/2002 SzCsM-EüM (establishment of construction workplaces),* *Decree No. 65/1999 (XII. 22.) EüM,* *Act XCIII of 1993 (OHS Act),* *Decree No. 10/2016 (04. 05.) NGM (work equipment)*
4.	*Concrete chiseling, demolition*	*mechanical hazards, risk of falling down, falling in, Surfaces with sharp burrs work at height, work involving a risk of fire Manual and mechanical material handling Debris flying out.*	*Skilled construction worker, unskilled worker.*	*Personnel conditions: Qualification, training, Material conditions: Tools in perfect condition Certified fire-fighting equipment. Personal protective equipment: Safety helmet, safety shoes, safety gloves, cut-proof protective gloves, mechanical protection of electrical cables. Collective protection: three-row 1 meter high regular guardrail, fall protection harness, properly sized covers.*	*S*		*M, E, A*				*Decree No. 4/2002 SzCsM-EüM (establishment of construction workplaces),* *Decree No. 65/1999 (XII. 22.) EüM,* *Act XCIII of 1993 (MvTv),* *Decree No. 10/2016 (04. 05.) NGM (work equipment)*

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Job Safety Analysis (JSA) and SOP												
Step number	Step/Activity	What can go wrong?	What can be damaged/ who can get injured?	Mitigation / Preventive action	Participant - liability						Related legal or internal documentation
					Issuer of order	Operator	General Contractor	Subcontractor	Local fire department	Other (specify)	
6.	*Formwork with prefabricated board-based formwork system, custom wooden formwork, installation, cutting and bending of reinforcement steel, on-site installation of reinforced concrete, ready-mixed concrete pumping, needle vibrator compaction per layer,*	*mechanical hazards, risk of falling down, falling in, tripping, risk of electric current, manual and mechanical material handling. Surfaces with sharp burrs, work at height. Work involving a risk of fire.*	*Skilled construction worker, unskilled worker.*	*Personnel conditions: Qualification, training, Material conditions: Tools in perfect condition Certified fire-fighting equipment. Personal protective equipment: Safety helmet, safety shoes, safety gloves, cut-proof protective gloves, protective goggle, protective clothing, fall protection harness, collective protection: three-row 1 meter high regular guardrail, properly sized covers, mechanical protection of electrical cables.*	*S*		*M, E, A*				*Decree No. 4/2002 SzCsM-EüM (establishment of construction workplaces), Decree No. 65/1999 (XII. 22.) EüM, Act XCIII of 1993 (OHS Act), Decree No. 10/2016 (04. 05.) NGM*
7.	*Mechanical concrete demolition, on demolition waste. With Bobcat on floor structure.*	*Mechanical hazards, risk of falling down, falling in, tripping, risk of electric current. Manual and mechanical material handling.*	*Skilled construction worker, unskilled worker.*	*Personnel conditions: Qualification, training. Material conditions: Tools in perfect condition. Earth-moving machine in perfect condition. The demolition of the floor structure can start from the firm underground. Demolished concrete debris should be used to build an underground in front. Level and compact the underground. The floor structure may only be demolished in a way that the horizontal distance between the plane of the*	*S*		*M,E, A*				*Decree No. 4/2002 SzCsM-EüM (establishment of construction workplaces), Decree No. 65/1999 (XII. 22.) EüM, Act XCIII of 1993 (OHS Act), Decree No. 10/2016 (04. 05.) NGM*

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Job Safety Analysis (JSA) and SOP												
Step number	Step/Activity	What can go wrong?	What can be damaged/ who can get injured?	Mitigation / Preventive action	Participant - liability						Related legal or internal documentation
					Issuer of order	Operator	General Contractor	Subcontractor	Local fire department	Other (specify)	
				structure to be demolished and the plane of the underground being built may not be more than 50 cm.							
8.	*Preparation of a base plate for the upstream inlet duct of Turbine I.*	*Mechanical hazards. Risk of falling down, falling in, tripping. Surfaces with sharp burrs, manual and mechanical material handling. Work at height.*	*Skilled construction worker, unskilled worker.*	*Personnel conditions: Qualification, training, Material conditions: Tools in perfect condition Certified fire-fighting equipment. Personal protective equipment: Safety helmet, safety shoes, safety gloves, cut-proof protective gloves, mechanical protection of electrical cables. Collective protection: three-row 1 meter high regular guardrail, fall protection harness, properly sized covers.*	*S*		*M,E, A*				*Decree No. 4/2002 SzCsM-EüM (establishment of construction workplaces), Decree No. 65/1999 (XII. 22.) EüM, Act XCIII of 1993 (OHS Act), Decree No. 10/2016 (04. 05.) NGM*

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Job Safety Analysis (JSA) and SOP												
Step number	Step/Activity	What can go wrong?	What can be damaged/ who can get injured?	Mitigation / Preventive action	Participant - liability						Related legal or internal documentation
					Issuer of order	Operator	General Contractor	Subcontractor	Local fire department	Other (specify)	
10.	*Transformer space, electrical rooms, master builder's work.*	*Mechanical hazards. Risk of falling down, falling in, tripping. Surfaces with sharp burrs, manual and mechanical material handling. Work at height.*	*Skilled construction worker, unskilled worker.*	*Personnel conditions: Qualification, training, Material conditions: Tools in perfect condition Certified fire-fighting equipment. Personal protective equipment: Safety helmet, safety shoes, safety gloves, cut-proof protective gloves, mechanical protection of electrical cables. Collective protection: three-row 1 meter high regular guardrail, fall protection harness, properly sized covers.*	*S*		*M,E, A*				*Decree No. 4/2002 SzCsM-EüM (establishment of construction workplaces), Decree No. 65/1999 (XII. 22.) EüM, Act XCIII of 1993 (OHS Act), Decree No. 10/2016 (04. 05.) NGM*
13.	*Plastering, repair and painting of inner facades on historic monuments.*	*Mechanical hazards. Risk of falling down, falling in, tripping. Surfaces with sharp burrs, manual and mechanical material handling. Work at height. Chemicals and paints.*	*Skilled construction worker, unskilled worker.*	*Personnel conditions: Qualification, training, Material conditions: Tools in perfect condition. Certified fire extinguisher. Personal protective equipment: Safety helmet, safety shoes, safety gloves, fall protection harness, 3-row regular guardrail.*	*S*		*M,E, A*				*Decree No. 4/2002 SzCsM-EüM Decree No. 65/1999 (XII. 22.) EüM, Act XCIII of 1993 (OHS Act) Decree No. 10/2016 NGM*

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Emergency actions		Mandatory personal protective equipment				
	Description	**To protect:**	**Yes**	**No**	**Type**	**EN (number of standard)**
Requirements for suspending work (e.g. weather, works performed in an area close by)	A precondition for suspending work is an instruction from the Building Engineer.	**Head**	*x*		*safety helmet*	*MSZ EN 397*
		Hearing	*x*		*earplugs or earmuffs*	*MSZ EN 352-1, MSZ EN 352-2*
		Eyes / face, head	*x*		*protective goggle, safety helmet*	*MSZ EN 166*
		Airways		*x*		
First aid provided by and kit stored in	Provided by the general contractor, placed in the work area.	**Arms/hands**	*x*		*Five-finger protective gloves*	*MSZ EN 388*
First aid provided at	*Persons included in the list of first aiders in the occupational health and safety folder placed in the work area.*	**Legs/feet**	*x*		*Safety shoes with steel toe*	*MSZ EN 20345*
Escape routes from location	Specified by SHPP.	**Skin**		*x*		
In case of emergency communication between the subcontractor and locals provided by (title)	*XY Building Engineer*	**Upper body / torso**		*x*		
How to warn about an emergency on site?	*Loud words, mobile phone*	**Body**	*x*		*Working clothes*	*EN ISO 11612, EN 1149-5*
Emergency action in the event of fire/explosion	*Stop work, notification of fire brigade, plant, employer, Central Hotline (0-24 hours), assembly at the designated assembly point.*	**Bathroom provided by:**				*XY Ltd*
Emergency action in the event of injury	*Stop work, notification of ambulance, plant, employer* *Make arrangements for medical care, report to the direct workplace manager, the Contact Person and the HSE organization (persons listed on page 1)*	**Warming room provided by (in temperatures below zero):**				*XY Ltd*
Emergency action in the event of spills		**Subject to weather conditions, hot drink/soda water provided by:**				*XY Ltd*

ALTEO Energiaszolgáltató Nyrt. | H-1033 Budapest, Kórház utca 6–12.
Telephone: +36 1 236 8050 | Fax: +36 1 236 8051 | Email: info@alteo.hu
Registered by: Budapest-Capital Regional Court as Court of Registration | Cg. 01-10-045985

Annex 3: Load lifting

Work process

1. When applying for a work permit, the Contractor shall indicate that the work necessitates the use of cranes. The issuance of the work permit does not automatically result in permission to use a crane.

2. The Contractor will provide the crane necessary for the work, check the technical condition of the ordered machine and its accessories, as well as the operator's license.

- It checks whether the load capacity of the ordered machine is appropriate for the weight of the load to be lifted.
- It checks the validity and existence of the following documents:
  - a certificate of conformity for occupational health and safety,
  - commissioning permit
  - instruction manual in Hungarian language
  - load diagram
  - lifting equipment log (regularly maintained)
  - crane log (regularly maintained)
  - records certifying the occurrence of periodic reviews
  - valid registration certificate
  - documents certifying the qualification of slingers

- It checks compliance with the personnel conditions for crane operations:
  A crane may be operated independently on site by a person who:
  - is more than 18 years old
  - is fit for work according to the preliminary and periodical Fit to Work Medical examination
  - has the required qualifications
  - has received occupational health and safety training regarding the specificities of the location

- It checks whether it is necessary to prepare a lifting plan for the performance of the lifting operation. If the lifting operation is **considered risky**, the operator of the lifting equipment used **must prepare a lifting plan**.

- It checks whether the conditions necessary for the safe stabilization of the crane are ensured at the site of the crane operation, whether there are public utility or other lines under the ground surface that may be damaged through the crane operation (the inspection is supported by a competent manager of the ALTEO Group)

2.1. A lifting operation is considered risky if:
  - work is performed in an area where arrangements must be made for the safe operation of lifting machines operating within each other's reach,
  - lifting is done with more than one crane,
  - the weight of the load to be lifted exceeds 65% of the rated load range of the lifting equipment (load range for extension of boom),
  - the weight of the load to be lifted exceeds 50% of the rated load range of the lifting equipment (load range for extension of boom), and any malfunction may endanger existing facilities,
  - a lifting beam or pillar is used for a lifting operation,
  - the load weighs more than 15 tonnes and is lifted over facilities out of operation,
  - the load weighs more than 1 tonne and is lifted above or close to existing facilities in operation,
  - people work in the immediate vicinity of or under a suspended load of more than 1,000 kg or installation activities (attachment, welding) must be carried out under it,
  - lifting activities are carried out near high or low voltage above-ground electrical power lines,
  - this is requested by the head of the plant incorporating the work area due to the technological processes taking place in the area,

- In the event that, based on the above, a lifting plan is required, prior to the lifting activity (installation), a copy of the lifting plan and technological instructions, prepared according to the regulations and approved by the customer's designated lifting equipment administrator, must be provided to the appointed representative of the ALTEO Group for approval.

3. Documentation and technical checks are performed, and confirmed in writing, by the Contractor ordering the lifting operation.

4. The Contractor informs the issuer of the work permit of the receipt of the lifting machine, presents and hands over for copying the completed ***Crane inspection and permission sheet***, and, after reviewing and countersigning the sheet, a competent person authorizes the commencement of the operation. When issuing the permit, the issuer of the permit will not check the correctness of the completed form, but is entitled to perform spot checks at any time during the work. If any deficiency or non-compliance is revealed, the lifting activity must be suspended immediately.

The issuer of the permit will attach a copy to the work permit, while the original must be kept by the person performing the lifting operation during the work process.

5. The Contractor shall report the completion of the lifting operation to the issuer of the permit. The fact that the lifting activity has been completed must be recorded on both copies of the ***Crane inspection and permission sheet***, and then the machine may leave the site.

Support for the control process of the crane activity

Content requirements for the lifting plan

The lifting plan (technological instructions for lifting) must describe the prevention of all hazards arising from installation, operation and the environment, based on the expected risks.

The lifting plan (technological instructions for lifting) must include the following:

- identification of the lifting equipment and crane(s) used,
  - production number of the lifting equipment used for the lifting task,
  - proof of conformity of the machine; the records of periodic tests, valid at the time of the lifting activity, must also be attached,
- the load capacity of the cranes in the different working positions,
- the installation location of the cranes, according to a dimensioned site plan,
- the method of using the cranes (e.g. extended length, free or with supports),
  - the moment on the stabilizer bases when supports are used,
- applied load handling devices:
  - the load handling device performing the lifting operations, with production numbers
  - proof of the conformity of the load handling devices; the records of periodic tests, valid at the time of the lifting activity, must also be attached,
- sequence, movement and speed of the work operations to be performed,
- total weight of the load and the parts of the weight held by each crane,
  - physical and geometric dimensions of the load to be lifted
  - additional equipment on the crane must be confirmed because it influences the load capacity, e.g., boom extension on the main boom, hook weight (load capacity), weight of slings, weight of lifting beam, lifting frame, etc.
- slinging points and the method of fixing the load,
  - determination of lifting points, center of gravity, load capacity of lifting points,
  - use of a lifting beam – determination of the method of fixing the lifting beam,
- representation of the path of the load (in space),
- maximum permissible wind speed,
- hazards (e.g. soil conditions, overhead electric lines),
- dangerous areas and necessary closure and diversion measures,
- additional security measures,
- signals related to the work (communication), methods and tools,

- requirements regarding the qualification of the persons involved in the lifting operation, their tasks, and the determination of their position during work, appointment of the controller of joint lifting operations,
    - the person performing the lifting operation must explain the content of the technological instruction to those affected in a documented manner (proof: training records),
- delimitation of the operating area, location of the barrier to be installed, type and placement of signposts and control equipment.

Regulations to be observed before and during the lifting operation

- Before putting the crane into operation, the operator must make sure of the load-bearing capacity of the ground.
- The underplates used under the supports of the crane to reduce their surface pressure must be approved by the factory, or otherwise they must be checked separately (e.g. through calculations).
- The supports must be used in the order and to the extent required by the factory, while the longitudinal and transversal inclination of the crane may not exceed the permitted angle.
- After the supports have been installed, their firm grip on the ground or, if they are wholly or partially held by rubber wheels, the tire pressure specified by the manufacturer must be checked. This inspection must be carried out on cranes with automatic level control as well.
- If the crane is equipped with a separate device to ensure the operating position of the supports (e.g. lock nut, mechanical lock, manual shut-off valve), this must be operated before starting the crane operation. If the vehicle is supported by wheels, it must be secured with an operable parking brake and, if necessary, with a wheel block (e.g. on a slope).

Requirements for the crane operator

- The crane operator must not leave his or her position (cabin) while the mobile crane is in operation. In the case of a mobile crane where the movement of the gear can only be controlled from a separate driver's cab, the crane operator may leave his or her position (cabin) only for the purpose of changing the crane's location.
- Persons other than the crane operator and the authorized attendant(s) may be present on the mobile crane only under the crane operator's supervision for the purpose of training or inspection.
- It is mandatory to take into consideration the entries made in the lifting equipment log during the previous shift and check whether any deficiencies have been rectified.
- Before starting any lifting activity, it is necessary to check the efficiency of the safety equipment installed on the crane, particularly:
    - the emergency stop switching off the operation of the crane;
    - the warning and signaling devices;
    - all drives, ropes and chains;
    - the limit switches;
    - the brakes for all movements;
    - the interlocks;
    - the load capacity and extension indicators;
    - other safety devices of the crane, to be checked with the appliances belonging to the equipment of the lifting equipment; and
    - other devices and protective equipment required by the operating instructions.
- If he or she identifies any deficiency or abnormality, it must be reported to the competent superior and recorded in the lifting equipment log.
- If he or she identifies any deficiency or abnormality endangering the safe operation of the crane, the crane may be put into operation only after such deficiencies or abnormalities have been rectified.
- Before starting any movement, he or she must warn all persons within the operating range of the crane with an acoustic signal, provided that the crane is equipped with an audible warning device.
- The following acoustic signals should be used:
    - *one short signal:* warning before starting a work operation;
    - *two short signals:* if the instruction is not clear or the load cannot be moved safely;
    - *continuous signal:* emergency.
- He or she is responsible for the correct choice of the load handling device used by the slinger, the correct method of suspension, and the work of the slinger (loader), as far as this can be

judged from his or her workplace. In case of any inaccuracy, he or she must instruct the slinger (loader) to correct it immediately. He or she may only start the lifting or transporting operation if the load is fixed safely and nobody is endangered by the lifting operation.

- The load must first be moved (lifted or lowered) in a way that it is removed from its original position only slightly, and then the movement must be stopped. The load may only be further lifted or lowered if the safe fixing of the load and the effective brake function of the crane have been verified, and the further movement of the load does not endanger the stability of the crane.
- The lifting operation may not be performed until persons within the danger zone of the load have left.
- He or she must refuse to follow the signal or instruction given by the controller, if it is
  - *contrary to these regulations or the operating instructions, and/or*
  - *in his or her opinion, it may lead to an accident or material damage.*
- The crane must not be used to lift a load
  - whose center of gravity shifts dangerously during the lifting operation;
  - which is attached to the ground;
  - which is frozen to the ground;
  - on which other unfixed objects are placed;
  - against which other objects are leaned;
  - which damages the load handling device, or
  - whose weight exceeds the load capacity of the crane or the load handling device.
- If he or she is unsure whether or not an object may be lifted, it is mandatory to ask the operator of the crane or the lifting equipment administrator for instructions.
- The lifted load may only be transported on a route and at a height where, during its movement, it does not threaten the safety of life and property.
- He or she must monitor the correct functioning of the crane during operation.
  If he or she identifies an abnormality or defect that endangers the safety of the crane or those working in its vicinity, the load must be put down immediately, and the crane must be stopped. The defect must immediately be reported to the operator and entered in the lifting equipment log.

Requirements for load slinging and control

- The slinger is responsible for selecting and using the correct load handling device, safely securing the loads and, if the operator has not instructed otherwise, directing the crane operator with signals according to the applicable legislation.
- During the slinging and unslinging operation, as well as during the control of the crane operator and all movements of the crane, the slinger and the controller should choose their positions in a way that they can constantly monitor the load and maintain contact (by signals or verbally) with the crane operator.
- The controller must always direct the crane operator:
  - when carrying out movements where the safe moving process, including traffic conditions, cannot be fully monitored from the operating position;
  - to prevent getting too close to live overhead electric lines or work lines.
- Prior to use, the slinger must visually inspect the load handling devices to ensure whether
  - they have unique marks on them;
  - the load test is valid according to the punched mark;
  - it is suitable for lifting a load;
  - it is damaged or deformed.
- The load handling devices must be dimensioned and positioned in a way that the angle between the slinging branches does not exceed 120°.
- The load handling device must only be attached to parts of the lifted object that have a suitable load capacity.
- If the load can tilt or slip during lifting, a load handling device or a securing method must be used that not only supports but also presses together the load during lifting.
- If the securing of the load is only based on clamping, it is prohibited to insert any foreign material between the surfaces that are pressed against one another.
- The load handling device must be placed on the load in a way that it cannot move, slip, tilt or jump off during the lifting operation, and the point of suspension is above the center of gravity of the load.
- The load suspension device must be protected from kinking at the corners and edges of the lifted load using a suitable solution (e.g. a rope protection shoe).

- During the lifting and transport operations, the controller must inform and direct the crane operator with clear signals according to the applicable legislation. Hand signals can be replaced by a suitable and reliable two-way radio connection with mandatory feedback.
- The controller can only give a signal for the lifting of the load if:
    - he or she thinks the load has been fixed to the load handling device safely and in accordance with the regulations;
    - the position of persons within the operating range of the lifting equipment ensures that they are not endangered by the movement of the load.
- If the load is tilted at the beginning of the lifting operation, it must be lowered and the ropes must be adjusted.
- It is prohibited to balance the load by placing a weight on it or by gripping it.
- The tool used to guide the lifted load during transport must be safe.
- While being lifted or lowered, the load may be gripped and guided by hand in justified cases in compliance with the rules below:
    - you must position yourself at a stretched arm's distance from the load so that the movement is not obstructed;
    - the load must be gripped at a point where the hands cannot be injured;
    - the load may be guided up to shoulder height.
- The controller must stop traffic if the transported load crosses a traffic route.
- The load may only be lowered to the ground if:
    - the area is prepared for receiving the load and is suitable for loading;
    - the area is not designated for the purposes of traffic, transportation or other work;
    - the load capacity of the area is in line with the weight of the load.
- The fixation of the load to the load handling device may only be removed if the load is properly secured against moving, slipping, rolling, tilting, tipping, etc. and is placed on a massive load-bearing underground.
- If the load handling device extends below the load, the load may only be placed on underlays in order to protect the load handling device and facilitate its removal.
- The load handling device must be transported and stored in a way that it is not damaged.

Actions in case of extreme environmental impacts

- If the load or its immediate surroundings can no longer be monitored during the entire transport process due to heavy snowfall, fog or other weather or environmental impacts, or the control signals can no longer be clearly recognized, the operation of the crane must be stopped.
- Unless otherwise instructed by the manufacturer in the operating instructions or manual of the lifting equipment, or unless the installation technology defines a lower limit, a crane used outdoors may only be operated up to a maximum wind speed limit of 18m/s.
- For cranes exposed to wind, it must be ensured that the crane is secured and protected against the moving, tipping and damaging effects of any wind that may spring up during standstill.

CRANE INSPECTION AND PERMISSION SHEET

Date:

Entity ordering the crane (company, name):	Name of company performing the crane operations:
Company performing work related to crane operations:	Vehicle driver, crane operator:
Entity approving the crane operations:	Contributors to crane operations (contractors, insurers):

Name of checked document	Yes	No
Certificate of conformity for occupational health and safety, commissioning permit		
Instruction manual in Hungarian language		
Load diagram		
Lifting equipment log (regularly maintained)		
Crane log (regularly maintained)		
Records certifying the occurrence of periodic reviews (with a “passed” result)		
Valid registration certificate		
Certificates proving the qualification of persons involved in the crane operations (lifting equipment operator, slinger)		
Documents proving the medical fitness of persons involved in the crane operations		
Document proving the completion of the occupational health and safety training regarding the specificities of the location		
Lifting data	Yes	No
The load to be lifted exceeds 65% of the load capacity associated with the boom extension of the lifting equipment		
The load to be lifted exceeds 50% of the load capacity associated with the boom extension of the lifting equipment		
Malfunction of the equipment may endanger existing facilities		
The load to be lifted weighs more than 15 tonnes		
The load to be lifted weighs more than 1 tonne, and the lifting operation takes place above an existing facility		
The load to be lifted weighs more than 1 tonne, and people are working under or in the immediate vicinity of the load		
The lifting activity takes place in the vicinity of an overhead electric line		
A lifting plan is required according to the preliminary examination		
There is an approved lifting plan according to the regulations		
The lifting area must be, and has been, fenced off		
Security personnel must be appointed for the lifting area, and they are available		

I hereby grant permission for the start of the crane operation:

Name/signature Date and time:

We have completed the crane operation:

Name/signature of person making the report Date and time:

I acknowledge the completion of the work; there was no incident subject to reporting during the work.

Signature

Annex 4: Rules for work involving a risk of fire

On the premises of the ALTEO Group, activities involving an occasional risk of fire may only be performed with a written permission, irrespective of the person performing the work.
The written permission consists of two parts, a “work permit” and an attached form entitled “Hot work permit”.
(An activity involving a risk of fire is an activity performed at temperatures exceeding the ignition temperature or flash point of any surrounding combustible material or done with an open flame or with glowing, smoldering or sparking that can serve as an ignition source.)

The work permit is issued by an authorized employee of the given site, while the hot work permit is issued by the person ordering the work (employer of the person performing the work or his or her agent), and, if the required conditions are met, is countersigned by an authorized employee of the given site.
If the two documents are not issued at the same time, the document authorizing occasional work must be subsequently attached to the relevant work permit.
A written permit may be issued for a single shift, a copy of which must be kept at the work site. After the work has been completed, the permit must be countersigned on the master copy and retained for two years. A written permit may be issued for a longer period of time only if the work area can be qualified (in writing) as a completely safe area due to conversion or reconstruction, and the contractor has taken it over for the performance of work.

Minimum content requirement for the form authorizing hot work:

- name of the issuer of the permit, number and validity of fire protection examination certificate
- list of those performing the work, name of supervisor, number and validity of fire protection examination certificate
- for work subject to qualification, name of person performing the work and number of certificate certifying his or other qualification
- work site, planned date of work
- brief description of the activity
- other regulations related to the performance of the activity (humidification of environment, covering of nearby equipment, the need to measure gas concentration, etc.), the relevant fire protection rules and regulations
- type and number of fire extinguishers to be kept on site

Personnel conditions for authorizing and starting hot work:

- a hot work permit may only be issued by a person with a “Fire protection examination (1)”.
- hot work may not be performed alone
- from those performing hot work, unless there are other regulations, at least the employee supervising the work must have a “Fire protection examination (1)”
- welders and other persons performing work with an open flame must have a fire protection examination valid for the given area to perform the activity. Other activities involving a risk of fire can also be performed by a person who has received training in fire protection rules and regulations.
- work that requires a certain qualification according to the applicable legislation can only be performed by employees with the required qualification
- activities involving a risk of fire can only be performed by a person who is at least 18 years of age and is mentally and physically fit to perform the work

Further conditions for starting hot work:

- after issuing the necessary permits, those performing the hot work take over the work area from the issuer of the work permit within the framework of the work area handover procedure
- if it is required by the work permit, or if the presence or appearance of combustible or other hazardous (harmful, toxic, etc.) substances cannot be completely ruled out, in addition to the preliminary gas concentration measurement to be carried out before starting the activity, employees must also perform continuous gas concentration measurements, which involve the measurement of the following parameters before starting the work (by the issuer of the work permit) and continuously (by the employees):
    - Harmful/toxic vapors/gases.
    - Oxygen (O2)
    - Combustible vapors/gases (ARH);

- before performing the work, it must be ensured that the work area and its surroundings are in a condition ensuring that the activity involving a risk of fire can be performed safely, and that other existing equipment cannot be damaged during the performance of the activity.
- before starting the activity involving a risk of fire, it must be confirmed that the work is not impeded by the technology, and this fact must be recorded in the written permit.
- Combustible materials must be removed from the 5-meter area of the work involving a risk of fire, or, if that is not possible:
    - to provide protection against heat radiation, the combustible material must be separated and covered with a non-combustible material with good thermal insulation,
    - when glowing materials are scattered, combustible materials may e.g. be covered with a wet tarpaulin, the endangered area may be wetted with water, etc.

Other regulations:

- Those performing the inspection (issuer or countersigner of the permit) and the work must comply with the working conditions prescribed in the issued permit and regularly monitor the work and the conditions thereof. If there is any change in the specified conditions, the work must be stopped, the necessary modifications in the requirements of the permit must be initiated, and a modified permit must be issued.
- After completing the activity involving a risk of fire, the persons performing the work must inspect the site and its surroundings from a fire protection point of view and eliminate all circumstances that may lead to a fire. The person directly ordering the work and directly controlling those performing the work or, if there is no such person, the person performing the work must hand over the work site to the manager of the facility, or the authorized representative thereof, at which the work is performed. The date and time of handover must be indicated in the permit and must be confirmed by signature.

Annex 5: Working in confined spaces

Regulations for work in confined spaces:
At the sites of the ALTEO Group, it is only permitted to perform work in confined spaces based on a permit issued by the manager of the organizational unit operating the equipment as intended, or the representative thereof, after the necessary consultations. The entry permit is an integral part of the work permit for the work, and is only valid together with it.

What is considered work in a confined space

- Work in confined spaces includes any activity carried out by bending into or entering the given equipment, provided that such space was not designed for entry by persons but, nevertheless, satisfies the following conditions:
    - space large enough for the entry and stay of at least one worker
    - entry and exit, i.e. escape, is restricted by a narrow entrance and exit opening or in any other way
- Furthermore, work carried out at a depth of more than 1.2 meters from the ground level is also considered work in a confined space.

An entry permit can only be issued if the persons performing the work meet the required conditions and the technological conditions allow the performance of the work.

Mandatory content elements of the entry permit:

- the equipment in or on which the work is performed must be named in a clearly identifiable manner
- the task to be performed must be described
- the name and signature of the person issuing the permit must be included
- the name and signature of the responsible person controlling the work must be included
- the names of those participating in the work, including observers, must be included
- a list of preparatory operations preceding the entry must be included
- a list of required protective equipment must be included
- preliminary concentration measurement data and regulations for further measurements
- the name and signature of the person performing the measurement and the type of the measuring instrument must be indicated

Note: In the area of MPK, only a representative of the FER fire department may perform preliminary gas concentration measurements. If an appropriate measuring instrument is available, mid-work measurements can also be performed by the person performing the work or the representative of the person issuing the permit.

The entry permit must be issued in 2 copies, one of which should be kept by the person performing the work. This person must keep this copy during the entire work process. The second copy must be kept by the person issuing the permit for 1 year.

An entry permit can be issued for 1 day only; for continuous work, the conditions must be examined every day and a new permit must be issued accordingly.

Personnel and material conditions for work in confined spaces:
Entry in the equipment may only be performed by a Contractor (general or subcontractor) whose entry and the corresponding work are supported by:

- an appropriate number of employees (those entering the confined space and responsible for supervision),
- adequately qualified employees (technology, first aid, etc.),
- employees who are suitable for work in confined spaces and medically fit in accordance with the technology and the expected risks and have a valid medical assessment,
- appropriate machines and work equipment (regularly reviewed, assigned to the appropriate zone),
- the required protective and safety devices (taking into consideration possible risks) and employees who have been trained to use them safely,
- employees have the necessary knowledge regarding occupational health and safety and fire protection,

- the employees are over 18,
- the employees have been trained on the tasks to be performed and the associated risks,
- employees know the mandatory rules of conduct

Addition:

- A person with managerial rights, entrusted with the management and continuous control of the work, must be present during the work
- During the period of work, at least two workers exclusively entrusted with observing the worker(s) performing the work in confined spaces, equipped with the required protective equipment and trained, and also physically fit, for rescue must be present on the site (one of them can be the supervisor)
- If the equipment has more than one openings suitable for entry, each additional opening must be observed by 1 supervisor

Dangers arising and to be eliminated during work in confined spaces:

- presence of gases, vapors and dusts that are harmful to health in hazardous concentrations
- lack of oxygen causing suffocation
- presence of corrosive or toxic substances
- presence of flammable and explosive gases, vapors
- rotating, moving internal mechanisms
- presence of electrical equipment
- possibility of fire

Required personal and collective protective equipment:

If the performance of work in confined spaces may lead to the release of substances harmful to health, or such substances may enter the equipment, affected workers must be provided with personal respiratory protective equipment. (It is PROHIBITED to wear a gas mask with a filter insert.)
Instead of using a respiratory protective equipment, protection is considered equivalent if:

- the airspace is analyzed during the entire work, and none of the measured values exceeds the prescribed values
- artificial or natural ventilation can be ensured in a way that the air within the equipment is replaced to the required extent

During work in confined spaces, a reliable information connection must be ensured between the persons working inside and the observers

Depending on the nature of the work, suitable protective clothing must be provided to those working inside and the observers alike

General requirements for work in confined spaces:

Preparations for work in confined spaces:

- the dangerous equipment must be prepared for entry as required
- the preparatory operations must be recorded separately in writing or defined in the work permit
- if the presence of gases, vapors or dusts harmful to health is detected during preparation, or such substances are emitted from the equipment, the work can only be started after the necessary safety measures have been implemented
- during the preparatory activity, the appropriate protective equipment, the tools and equipment (RB equipment?) to be used must be determined depending on the hazard
- flammable or toxic gases must be kept away from the equipment
- entry is allowed in the temperature range between 5 and 45°C, which must be ensured by means of cooling or heating during preparation

Isolation, disconnection

Before starting work in confined spaces, the dangerous equipment must be disconnected from other dangerous equipment (e.g. pipelines) in a way that no hazardous substances can enter the equipment.

Dangerous equipment can be disconnected by:

- removing the relevant pipe section and using a blind flange
- using a blind disc
- using a double shut-off assembly provided that:
    - there must be an assembly between the two assemblies which is connected to the outside space or to the exhaust system
    - the internal tightness of the assemblies must be checked before entry
    - shut-off assemblies must be provided with a safety sign and a padlock

Before entry, the activation of machine parts in dangerous equipment must be prevented in a reliable way by de-energizing electrical systems in accordance with MSZ 1585, by mechanical disconnection, or by removing the relevant machine part, and all connected electrical equipment must also be de-energized.

If entry in the confined space may result in contact with large metal surfaces, all electrical equipment where the emergence of external potential could lead to an electric shock must be fed via an isolation transformer. The endpoint of the isolation transformer cannot be divided among multiple consumers.

Airspace analysis

After the preparatory activities have been completed, and before issuing a work permit or starting work, an airspace analysis must be performed in the dangerous equipment.

If the measured gas concentration is lower than the permitted value, and it is clear that the level of contamination cannot change during the work, it is sufficient to measure the concentration before starting the work. If the work is carried out continuously (e.g. with a one-shift work schedule for several days), concentration measurements must be performed every time work is started.

If the measured gas concentration is lower than the permitted value, but it is expected to increase during the work, the measurement must be repeated accordingly.

The measurement is performed by the person issuing the work permit using his or her own certified instrument, and the measured value and the time of measurement are recorded on the work permit and confirmed by signature.

If the presence or appearance of any flammable or other dangerous (harmful, toxic, etc.) substance cannot be safely ruled out in the work space, or the ventilation of the work space is limited (the level of oxygen may fall below 17%), continuous gas concentration measurement is mandatory for the entire duration of the work, no matter whether gas concentration was measured prior to the issuance of the work permit.

Prior to issuing the permit, and continuously during the work, the following parameters must be measured:

- Harmful and/or toxic vapors/gases;
- Combustible vapors/gases (ARH);
- Oxygen (O2)

The instrument must be capable of automatic alarming. Only certified instruments may be used.

The performance of continuous airspace analysis and the provision of a personal airspace measurement device are the duty and responsibility of the Contractor carrying out the work in confined spaces.
If employees of several employers work simultaneously, the operator is responsible for defining these conditions.

If the work in confined spaces must be performed in an **inert gas atmosphere**, its required presence must be checked by continuous airspace measurement. If the presence of the required inert gas atmosphere cannot be continuously ensured, work in the affected space may not be permitted.
Work in an inert gas atmosphere may only be performed using a double safety respiratory system.

If the activity in confined spaces takes place in an airspace where **the concentration of oxygen may rise above the normal level (21 v/v%)**, it must be continuously measured and kept below 23 v/v% in order to avoid an increased risk of fire.
If the **concentration of oxygen is between 21 and 23 v/v%**, activities involving a risk of fire are not allowed, and only electrical devices with an explosion-proof design and non-sparking tools may be used.
In the event that the **concentration of oxygen is above 23 v/v%**, any activity may only be permitted and performed based on written operating instructions developed and accepted by all parties involved in the work.

Between 5% and 10% ARH, entry in confined spaces is allowed only for general work, between 10% and 20% ARH only for inspection and cleaning purposes, provided that these activities do not involve a risk of fire or the formation of sparks.

No activity is permitted in confined spaces above 20% ARH, and no work may be carried out in such spaces.
In the event that **the concentration of any combustible material in the work space rises above 20% ARH during work in confined spaces, all work must be stopped immediately, all potential ignition sources must be eliminated, and the contaminated airspace must be left as soon as possible.**
The work may only be continued after the concentration of the combustible material has fallen below the above-mentioned limit, and after the required conditions have been met, **subject to a new permit**.

Expectations for observers:
Supervisory tasks may only be assigned to a person who is trained and physically fit for rescue activities and has appropriate first aid knowledge.
When working in confined spaces, reliable communication (e.g. oral, signal rope, radio) must be ensured between the persons inside and the observers, but the choice of the appropriate solution must be based on all relevant circumstances (distances, explosion-proof zones).

In the event of work in confined spaces, in addition to those entering the confined space, the Contractor performing the work must provide an appropriate number of **observer(s)**, as specified in the work permit, on the site, whose main task is to secure and, if necessary, immediately rescue those entering the confined space. Observers may not be entrusted with any other task. All observers must have protective equipment and protective clothing at least of the same type and protective capacity as the persons entering the confined space. If gases are likely to appear in dangerous concentrations outside the given device, equipment or tank, at least one continuous gas concentration measurement instrument must be provided. Observers must have continuous contact with those entering the confined space, and they must have proper training, skills, capabilities and equipment to perform rescue tasks.

In the event of work in confined spaces, the number of those entering the confined space and the number of observers must be specified in the work permit in accordance with the following principles:

If the equipment (tank, shaft, etc.) is contaminated with CH substance, the number of those entering it may not exceed 2 for each entry point (e.g.: manhole, ladder for climbing down and up for shafts, etc.)
The minimum number of observers (not to be entrusted with other work during the work in confined spaces, apart from observation and possible rescue) for one entry point (only those used for entry need to be taken into account) is 2, plus 1 observer for each additional entry point. Deviations from the above are possible depending on the risks associated with the work area and the activity, as well as on the risk mitigation measures.

If the equipment (tank, shaft, etc.) is free of CH (disconnected, cleaned, steamed out, ventilated, etc.), the number of those entering it may exceed 2 for one entry point. In such cases, the number of those entering is determined in the HSE Plan and, subsequently, in the work permit. The minimum number of observers (not to be entrusted with other work during the work in confined spaces, apart from observation and possible rescue) for one entry point (only those used for entry need to be taken into account) is 2, plus 1 observer for each additional entry point.

Annex 6: Earthworks

Earthworks include any activity involving manual or mechanical intervention at a depth of at least 25cm from the original ground level (excavation, drilling, ramming, landscaping). Manual or mechanical earthworks are considered to be HSE-critical activities. Prior to the commencement of earthworks, the utilities and conduits running underground must be mapped in the relevant area, for which the operator provides information (map extract showing the location of utilities, conduits and cables).

The general rules for ground preparation and earthworks are laid down in Joint Decree No. 4/2002 (II. 20.) SZCSM-EüM.

Earthwork activities involving the stripping of land/soil in a technological area or a technological environment **to a depth of more than 1.2 meters** from the original ground level are **subject to an entry permit**, if human activity takes place there.

In the case of mechanical earthworks, the contractor must initiate the laying out of the public utility network in the affected area.

If the earthwork crosses, touches or approaches within 1m the route of an underground facility, a prospecting trench must be cut along the route in accordance with the depth of the planned earthwork plus 20cm. The prospecting trench must be excavated manually, in a stepwise manner. Prospecting trenches may not be smaller than 1.8 x 0.8m. It is prohibited to use a pick mattock when reaching the marking tape or the cover, further excavation must be performed with extreme caution.

Safety regulations:

- Mechanical earthworks may only be performed with great caution. Do not perform mechanical earthworks in areas where manual earthworks are prescribed.
- When working with a machine, 1 observer must be employed to supervise the work carried out by the machine outside its reach in order to avoid possible incidents causing damage to unexpected conduits or cables not indicated on the maps.
- If the contractor finds unidentifiable wires, cables or ammunition on the construction site, the work must be stopped immediately, and the person who issued the work permit must be notified. This circumstance must be recorded in the construction log.
- All cables and pipelines found in the ground shall be considered to be live and under pressure, respectively, until disconnection from the mains network or pressure release.
- Cables with a damaged insulation or ones that have been cut through may not be touched due to the risk of electric shock. In the event of cutting through or damaging a cable or pipeline, the operator's contact person must be notified immediately. The area of the defect must be clearly delimited; it must not be covered with earth.
- The earthworks that have been interrupted may only be resumed if the elimination of all risks has been confirmed by the person in charge of the relevant field of expertise and after this has been permitted by the person responsible for the area, modifying the working conditions if necessary.
- In the event of earthworks, the working pit must be created in compliance with the provisions of Joint Decree No. 4/2002 (II. 20.) SZCSM-EüM in a way that:
    - the backflow of excavated earth into the working pit can be prevented (by creating rupture plane of at least 0.5m),
    - the walls of the working pit are secured against tumbling, collapsing (using struts or an appropriate slope),
    - in case of danger, employees are able to leave the working pit safely under all circumstances

Conditions for permitting earthworks:

- the minimum number of workers required for the given earthworks is available,

For manual earthworks, up to a depth of 1.2m	2 persons, including 1 observer
For manual earthworks at a depth of more than 1.2m	3 persons, including 2 observers
For mechanical earthworks	2 persons, including 1 observer

- dangerous energies (underground pipelines, electrical lines, control engineering cables) have been mapped in the technological area affected by the earthworks, and have been isolated, excluded and marked, where necessary,
- it can be regarded as work in confined spaces (in the case of manual earthworks at 1.2m or deeper, or irrespective of depth, if the work must be carried out by bending below ground level),
- they have a device calibrated for the mandatory continuous air space measurements (continuous air space measurement is not mandatory only if the presence of combustible and toxic gases is definitely not expected and not possible, e.g. in the case of a green-field investment),

When performing earthworks:

- a warning barrier must be installed for depths between 0.25m and 1.2m (red and white or yellow and black marking strip, indicating the danger for those approaching the working pit, stretched at a height of 1m),
- a protective guardrail must be installed around the working pit for depths of more than 1.2m (installed with a stable structure at minimum 1m height, e.g. from wooden planks, which physically prevent falling), at a distance of at least 1m from the edge, or a solution equivalent to these protection conditions (e.g. an appropriately sized earth wall).

Annex 7: Work at height

This annex is in line with the effective laws and regulations currently in force in Hungary, as well as with the internal rules; it is an explanatory and informative description thereof.

Applicable regulations:

- Act XCIII of 1993 on occupational health and safety;
- Decree No. 10/2016 (IV. 5.) NGM on the minimum level of safety and health requirements
- for the use of work equipment
- Joint Decree No. 4/2002 (II.20.) SzCsM-EüM on the minimum occupational safety and health
- requirements to be implemented at construction workplaces and during construction processes
- Alteo procedure IE-13. Safe, non-hazardous work requirements for each workplace and work process
- HSE requirements for Alteo Contractors

General provisions:

- Act XCIII of 1993 on occupational health and safety;

For work processes where the employee may be exposed to sources of hazards, effective protection must be implemented, unless otherwise required by separate legislation, through the use of closed technology, or, if this is not possible, through the **application (or, where necessary, simultaneous application) of collective technical protection, organizational measures and personal protective equipment.** The priority of collective technical protection compared to individual protection must be taken into consideration.

- Decree No. 10/2016 (IV. 5.) NGM

Temporary work in an elevated workplace: Unless otherwise provided for in this Decree, **work at a level difference of more than 1 meter on a non-permanent, short-term basis**, performed in a place where the working conditions do not meet the safety and ergonomic requirements, so **specific risk prevention measures are required.** In workplaces involving a risk of falling in or falling down, or where the worker and those within the scope of the work are threatened by falling objects, protection must be provided by means of fencing, covering or other suitable solutions. Specific risk prevention measures must be implemented if the work equipment is used in an elevated workplace where:

  - there is a material immediately adjacent to or below the place of work, irrespective of the level difference, which poses a risk of suffocation;
  - the work equipment is operated from a platform, scaffold or stage.
  - a workplace meeting all safety and ergonomic requirements is located higher than 1m.

- Joint Decree No. 4/2002 (II.20.) SzCsM-EüM on the minimum occupational safety and health...

Falling from a height must be prevented using suitable equipment, particularly a scaffolding structure providing adequate protection. The scaffolds must be massive, sufficiently high and have at least one foot board, one middle board, and railings or an equivalent solution.
Work at height may only be performed using appropriate and suitable equipment, or ensuring **collective technical protection** (e.g. lifting platform, protective net, protective grid, mobile erecting scaffold). **If**, due to the nature of the work, the use of such equipment is **not possible, a suitable access solution must be found, and the person performing the work must be provided with personal protective equipment preventing falls from a height.**
Protection must primarily be provided with equipment preventing employees and the materials used from falling down. If that is not possible, personal protective equipment must be used.
Protection against falling from a height can be provided by properly dimensioned and fixed covers or foot boards, middle boards and railings in three rows, with a height of 1m and a spacing of not ore than 0.3m, or any other solution providing an equivalent level of protection. Where a protective net or protective grid is used, its mesh size must not exceed 10cm x 10cm.
If there is a risk of falling in or falling down, and **the work can only be carried out by disassembling safety elements (railing) or bending over them, the use of personal fall protection equipment is mandatory**.
When using personal fall protection equipment, the supporting points must be chosen so that they have an appropriate load capacity as required by the standards MSZ EN 795 and MSZ EN 959 for mobile and fixed (bored or glued) supporting points, respectively, and, if possible, they are above the persons performing the work.

For work at height, tools, parts and machines must be positioned (or, in the case of machines, fixed) in a way that their possible fall does not pose an additional risk in the work area below. In such cases, the movement of persons under the work area must be restricted during work.
Work at height is considered a critical activity, so at least 2 people are required to perform it. This is also necessary to ensure that the employee is not kept suspended for more than 15 minutes during a possible fall or during the operation of the fall protection system, in order to **avoid suspension trauma.** Also, if possible, the rescue of the colleague should be started as soon as possible. Persons working at a height must have a valid medical fitness certificate (for work at heights) and must be demonstrably trained in the use of protective equipment.

So, **to sum up**, at sites and facilities owned or operated by ALTEO, during construction, maintenance, repair, operation tasks, if there is a **level difference of more than 1m**. In that case, **first of all**, appropriate collective protection must be ensured – scaffold, podium, railing, protective grid, protective guardrail or protective net. **If that is not possible** due to the nature of the work or the work area, the employee must be provided with **appropriate personal protection**, i.e. the appropriate equipment must be available to and usable by them. In such cases, recommended equipment (in addition to basic occupational health and safety equipment) includes:

- full body harness MSZ EN 361
- industrial safety helmet MSZ EN 397
- positioning lanyard MSZ EN 358
- energy absorber, Y-strap energy absorber MSZ EN 355, 358
- retractable fall arrester MSZ EN 360
- fixing ropes MSZ EN 354
- harnesses MSZ EN 566
- carabiners, connecting elements MSZ EN 362
- mobile and fixed bored or glued supporting points MSZ EN 795, 959
- ropes with low elongation (below 5%) MSZ EN 1891

Annex 8: Installation of scaffolds

For works requiring scaffolding at the sites of the ALTEO Group, the construction of scaffolding is performed by contractors. Ordering scaffolding works:

- an external contractor orders the scaffolds for their own work (a)
- an authorized employee of the ALTEO Group orders the scaffolds for work by an external contractor (b)

1. Process of scaffold construction if an external contractor orders the scaffold for their own work:
    - The contractor orders the scaffolds and has them erected by another contractor selected by them in the work area that has previously been handed over to them
    - The contractor takes over the finished scaffolding from the relevant contractor through a handover procedure (written records are required)
    - The contractor reports the completion of scaffold construction to the issuer of the work permit and presents the handover documents
    - The issuer of the work permit checks the finished scaffolding, and, if it is deemed appropriate, he or she allows the putting into use of the scaffolding by countersigning the handover records. The scaffolding is qualified by filling out the **scaffold inspection sheet** and checking what is included in it. • The countersigned scaffold handover documentation is kept by the party who ordered the scaffolding, and, **from then on, the scaffold inspection sheet is to be handled together with the work permit.**
    - At the end of the inspection procedure, the issuer of the work permit **places a "green" sign on the scaffolding to indicate that it can be used for work. (If "standard" scaffolding cannot be erected in the given area, the scaffolding must be provided with a yellow sign, meaning that work on the scaffolding is only possible with the use of a fall arrester)**
    - ➢ Note: After the procedure has been completed, all additional tasks related to the scaffolding are the responsibility of the party who ordered the scaffolding (user).

2. Process of scaffold construction if an authorized representative of the ALTEO Group orders the scaffold for an external contractor:
    - The authorized person orders the scaffolds and has them erected by a selected contractor. If the scaffolding is erected in a work area that has already been handed over, no repeated work area handover procedure needs to be completed; otherwise, the work area must be handed over to the party erecting the scaffolding after carrying out the appropriate procedure.
    - **Prior to starting the construction of the scaffolding and before the work permit is issued, the ordering party checks whether the contractor is suitable for performing the work. (Do they have, if necessary, a scaffolding plan, a structural sketch or general structural documentation? Are the personal and material conditions given for scaffold construction?)**
    - After the scaffolding has been erected, the ordering party checks, and then takes over from the contractor, the finished scaffolding through a scaffold handover procedure (written handover records are required). The scaffolding is qualified (inspected) by filling out the scaffold inspection sheet and checking what is included in it.
        - ➢ The scaffold handover documentation and the scaffold inspection sheet are to be handled together from then on.
    - The ordering party hands over the finished scaffolding to the work group actually using it through a simplified handover procedure. At the end of the procedure, a "green" or "yellow" sign is placed on the scaffolding to indicate that it can be used for work.

Addition:
The scaffold handover records must be created by the contractor. The records must contain at least the following:

- scaffold construction plan, scheme, etc. (if necessary)
- declaration stating that the stand was erected according to the regulations and the scaffolding plan (if necessary)
- definition of the load capacity of the scaffolding

- declaration stating that the scaffolding can be put into use
- name of party erecting the scaffolding, date of construction and handover
- It is the task and responsibility of the ordering party to fill in the scaffold inspection sheet.

The scaffold to be erected must be provided with an appropriate identifier (a number, a label referring to the location, etc.) The assigned identifier must be included on all documents related to the scaffold.

3. Necessity and availability of a scaffolding plan

A scaffolding plan is required:
The construction of scaffolding is **subject to a scaffolding plan**, with the exception of benches made of elements specified in the relevant product standards, ladder scaffolding not higher than 20.0m, and metal scaffolding exposed to a load of max. 2000N/m2.

A structural sketch is required: For the construction of benches made of elements specified in the relevant product standards, ladder scaffolding not higher than 6m, and metal scaffolding exposed to a load of max. 2000N/m2 with a height of max. 6m, as well as scaffolds only made of standard elements.

General structural documentation is required: For scaffolds for the construction of which a structural sketch is insufficient, but a scaffolding plan is not yet required (e.g. design loads are higher than specified in the standard, special junctions are necessary).

Prior to starting the work, the scaffolding plan, the structural sketch, and the general structural documentation are presented to the ordering party for approval.

4. Personnel conditions for scaffold construction

Scaffold construction or demolition work may only be carried out **under the control of a person who is appropriately qualified as defined by law and entitled to take action, and who is also responsible for the implementation of occupational health and safety regulations.**

The assembly of the scaffolding may only be performed by persons who have attended training for this task and have been deemed fit for this work by the company's specialist occupational physician. (The training is provided by the contractor, who must demonstrate this, as well as medical fitness, in a documented manner.)

If the scaffolding is higher than 2 meters, a sufficient number of helpers must be present for the construction, and, to ensure work safety, one of the workers must be entrusted with controlling the work, and his or her co-worker(s) must be informed of this fact.

5. Material conditions for scaffold construction

The ordering party must, jointly with the party erecting the scaffold, determine the minimum area necessary for erection depending on the activity to be performed and the height of the scaffold. When erecting, demolishing, or reconstructing scaffolds, the assembly area must be fenced off. Furthermore, spot checks must be made with respect to the compliance and integrity of the collective and/or personal protective equipment to be used during work processes (assembly column or railing, full body harness, fall arrester, limitation of movement), as well as the scaffold elements.

6. Inspection of ambient conditions:

   - A permit for scaffold construction may only be issued if the uniformity and load capacity of the underground is in line with the parameters of the scaffold to be erected.
   - The appropriate safety distance must be determined for any nearby electric cables or wires.

7. Takeover of finished scaffolding
   After the scaffold has been erected, it must be inspected and taken over in a documented manner by an authorized person through a handover procedure (scaffold inspection sheet, scaffold handover records). The test must include the following:
   - Conformity of the scaffolding with the plans, compliance of building elements
   - Whether the scaffolding has been provided with protection against tipping (for scaffolds exceeding 2.5m)
   - Stability of structural elements (e.g. foundation, lengthening, bracing, anchoring),
   - Safety equipment (e.g. access ladders, railings, foot boards, load capacity, other signs, fire protection, lightning protection, connection to the equipotential bonding grid)
   - Whether it is suitable for the type and nature of the work to be performed
   - Whether it corresponds to the expected load resulting from the work (max. load capacity must be indicated)
   - Whether it allows safe work and movement.

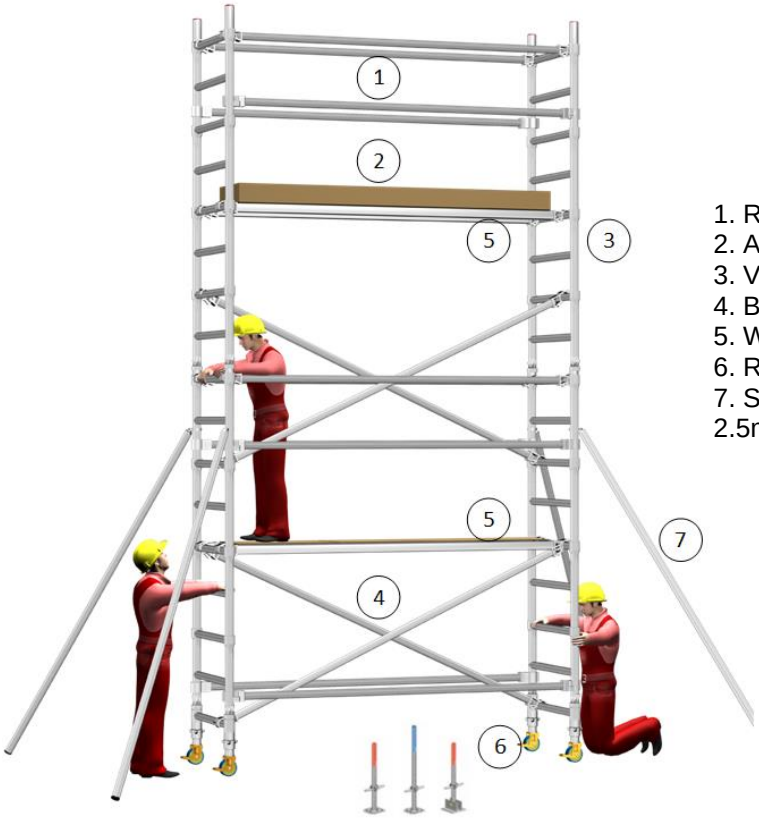
8. Putting the scaffolding into use

Irrespective of size limits, the scaffolding can be put into use through a simplified handover procedure after the “Scaffold handover records” have been created. The party handing over the scaffolding will be the builder, while the party taking it over will be the representative (supervisor) of those working on the scaffolding. The party taking over the scaffolding checks the original handover documentation of the scaffolding and then visually inspects it. If they deem the scaffolding acceptable, they countersign the original handover records.
A fixed information board with a size of 30*15cm, made of weatherproof, rigid material, must be attached to the scaffold (this is the responsibility of the party erecting the scaffold, not identical with the green and yellow signs), which must contain at least the following information:

- the location for which the scaffold was made;
- the name of the company that built the scaffold;
- the date of handover;
- name and signature of the responsible person who inspected the scaffold before handover and declared its conformity, as well as the name and contact details of the person who handed over the scaffold;
- the load capacity of the scaffold (kg/m2);
- the type of the scaffold.

Do not use the scaffold if there is no indication proving handover and usability.

Attention: In addition to the documented inspections, a **daily check must be performed** before starting work, which is **the task and responsibility of the person directly controlling the employees and the work.**



1. Railings
2. Ankle rail – longitudinal and transversal
3. Vertical frame
4. Braces – longitudinal and transversal
5. Walking surface, platform
6. Rolling or threaded legs
7. Side support (for scaffolds higher than 2.5m)

Help for the inspection of the erected scaffold

Platform:

The scaffolding platform must be made of 48mm thick scaffold planks, boards, or wood or metal elements with an equivalent load capacity and stability. The 48mm thick planks and boards serving as scaffolding platform must be supported in a way that the planks may extend beyond the outer edge of the support surface by at least 150mm, but not more than 300mm. If it is used for cantilevered loading, the overhang may not exceed 300mm.
The walk board supports must be firm and wobble-free. The walk boards must be joined without thresholds and level differences.
Width dimensions of the scaffolding platform:

- wooden ladder for plastering, refurbishing: at least 0.5m;
- tubular scaffolding for plastering, refurbishing: at least 0.6m;
- material storage, bricklaying: at least 1.0m;
- for framed metal scaffolds, at least the spreading width of the given type of scaffold frame must be ensured.

The scaffolding platform must be designed in a way that, in addition to the mass of materials stored and moved, unless otherwise provided elsewhere, it allows safe work with at least 2,000N/m2 useful load.
The maximum amount of material that can be moved or stored on the scaffolding platform, the method of storage and the boundaries of the storage area must be clearly indicated on the scaffolding (e.g. using a sign). Scaffold planks may be spliced only above supports, with an overlap of at least 0.5m.
Overhung cantilevered planks must not be used for scaffolding platforms, access ladders or walk paths.
The scaffold planks must rest on the support.

Gutters, balcony ledges, lightning rods, or structural elements without the necessary stability and load capacity must not be used to support the scaffolding platform.
The material of the scaffolding platform must be completely healthy sawn pine of perfect (at least grade II) quality, with hardware on the ends.
The maximum distance between the edge of the scaffolding platform and the plane of the building structure is 30mm. If this is impossible due to the nature of the work or the shape of the building facade, then either the inner side must also be provided with a protective guardrail, or personal protective equipment must be used to ensure safety.
The scaffolding platforms must be placed above one another in a way that there is 190cm free height below them for walking.

Occupational health and safety requirements for railings, middle boards and footboards:

Railing boards, middle boards and foot boards must be made of scaffold elements; the distance between the posts used for fixing them must not be more than 3.0m. Bridge-like passages, access ladders and stairs created at working levels higher than 2.0m must be provided with a protective guardrail. Railings for access ladders must be installed from a height of 1.0m, while those for stairs are to be installed from the bottom step.

Requirements for junctions and cross braces:

Defective or spliced elements must not be used. Unless otherwise provided elsewhere, the junctions, vertical posts and struts of scaffolds must be braced diagonally in both directions for fixation, and for multi-level arrangements, the struts must be placed above one another. X-braces must be created using at least 48mm thick scaffold planks or structurally equivalent metal cross braces. The cross braces must be attached to the posts and elements using screwed connections. The minimum distance of the screws from the edge of the cross braces should be equal to two and a half times the diameter of the wood. While erecting the scaffold, the stability of the posts must be temporarily ensured (e.g. using struts or anchors). Scaffolds must be connected to the existing equipotential bonding grid, and the contact of scaffold elements must be ensured.

No.:	**SCAFFOLD INSPECTION RECORDS**	
Date:	Definition of work area:	Contractor:
Scaffold identifier:	Inspection performed by: On behalf of the Customer: On behalf of the Contractor:	

Documents used for inspection:

scaffolding plan structural sketch itemized structural documentation standard type design

No.:	Designation of inspection	Yes	No	not checked
1.	The scaffolding corresponds to the approved plan (sketch).			
2.	The materials used are of adequate quality and undamaged			
3.	The footing and stability of the scaffolding is adequate for the entire structure			
4.	The ground under the scaffolding is sufficiently stable			
5.	The material, dimensions, splicing and supports of the scaffolding are good			
6.	The width of the scaffolding platform is appropriate for the work to be performed			
7.	There is at least 190cm clear height between scaffold elements above each other			
8.	Scaffold levels are adequately accessible			
9.	The scaffolding is fixed appropriately (side support, attached to the wall)			
10.	Access ladders are sufficiently stable (between base and levels)			
11.	Access ladders between levels are provided with trapdoors			
12.	The trapdoors for the access ladders between levels work properly			
13.	The three-row protective guardrail is adequate and complete everywhere			
14.	End railings are available and properly fixed			
15.	The max. distance between posts used for fixing railings is 3.0m.			
16.	The scaffolds are properly connected to the equipotential bonding grid			
17.	The scaffolds are properly grounded			
18.	Load capacities are indicated on the scaffolds			
19.	Personal protective equipment is available for non-standard scaffolds			
20.	For specially designed scaffolds, users' attention has been drawn to the risks in a documented manner			

Deficiencies identified	Deadline for repair	Person responsible for repair	Signature

Result of inspection	Compliant	Must not be put into use
Based on the performed inspection, the scaffold may be put into use	Party handing over	Party taking over