



HSE Appendix of the Agreements



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Fundamental HSE Requirements at the Premises of FGSZ Ltd.

1. GENERAL REQUIREMENTS

- a) The Contractor undertakes to observe the currently applicable regulatory requirements and the directions of the HSE forming inseparable appendix to the agreement in force (hereinafter referred to as: agreement), i.e. the regulations on health protection, safety technology and environment protection in the premises of FGSZ Ltd. (Client).
- b) Inasmuch as a contractor wishes to have recourse to subcontractor (Contributor), it undertakes the obligation to have all the directions of the HSE observed by the subcontractor. The Contractor is liable for the involved subcontractors as if it had performed that work itself.
- c) A contractor shall do any necessary measure so that the substances and procedures used in its activities do not endanger the health, safety of the performer or the bystanders at the performance of the work or the environment, and that they do not cause any damage to the Client.
- d) The Contractor acknowledges to have liability to observe the labor rules concerning the employment of its employees. The Contractor shall be responsible for the legal consequences resulting from the breach of this obligation and the damages caused to the Client.

2. INFORMATION ON THE HSE REQUIREMENTS PRIOR TO THE PERFORMANCE OF WORK

- a) As regards the HSE requirements related to the execution of the contract, the Contractor may request information from the contract liaison who will provide an opportunity to clarify the issues raised (e.g. interpretation of the HSE rules).
- b) The Client informs the Contractor on the dangers concerning the specific premise.
- c) In case of a construction activity, a safety and health protection plan shall be prepared if:
 - the period of the implementation activities exceeds 30 working days and more than 20 employees work at the same time, or
 - the quantity of the scheduled work exceeds 500 man-days.
- d) The Contractor shall harmonize parallel works, should the subcontractors under the Contractor's control perform parallel works at the worksite. The Contractor is liable for the harmonization of the works.
- e) Prior to setting up the worksite, a competent manager of the Contractor shall contact the Division of Corporate Security of the Client in order to get acquainted with the directions on security (entry clearance, use of motor vehicles, delivery of substances and equipment).

3. PERSONAL CONDITIONS

- a) The Contractor's employees shall attend the HSE training delivered by the Client prior to initiating the provision of the service. Contractor employees may also complete the HSE Training and Examination electronically (via HSE eLearning system) if available.

- b) The period of validity of the HSE training shall be determined by the Client, though it may not be more than 3 years. Those who attended the HSE training will get a HSE card. After the introduction of HSE eLearning system, no HSE card will be issued and those concerned will receive an HSE exam number.
- c) The Contractor shall employ persons in positions qualified as significant in terms of technical safety of the supply of natural gas who has attended a training specified by the law (at the time of drawing this up, the decree of the Ministry for Innovation and Technology 16/2018. (IX. 11.)).
- d) The contractor shall appoint a work manager for local works. The work manager shall stay on the working site during the performance of the work. The person appointed as local work manager shall be made known to all employees in the worksite. The work manager must wear a red armband during the work.
- e) Should the direction of legal provision specified in **point (c)** not affect the work manager, the work manager shall take an exam on the HSE directions of FGSZ Ltd. Any person disposing of a valid international work safety certificate (e.g. VCA, SCC) shall be exempt from the examination.
- f) The employee shall keep their certificate of personal identification and social security certificate at the working site or in its vicinity (e.g. the locker room). The Contractor shall keep a duplicate copy or an electronic copy of the labor contract of the employees it employs at the working site.
- g) The Contractor shall inspect if its employees and those of its subcontractors show up at the working site and work in a condition fit to work (free from the influence of medicines, alcohol, drugs).
- h) The activity of implementation of the construction may be accomplished under the control of a responsible works manager registered per the relative legislation (at the time of drawing this up, Government Decree 191/2009 (IX.5)). A skilled worker disposing of professional qualifications corresponding to the implementation of construction may perform the professional construction works without the control of a responsible works manager.
- i) It is the Contractor's responsibility to train its own employees the rules specified by this HSE Appendix in an organized and documented way, including the Life Saving Rules of FGSZ Ltd.

4. SUBSTANTIVE WORKING CONDITIONS

4.1 Requirements on working clothing and protective clothing and protective equipment

- a) The Contractor shall provide protective equipment specified by the work safety risk assessment to its employees and shall also demand their use.
- b) The working clothing and the protective clothing shall prominently carry the Contractor's name or logo.
- c) In the field of technology, only protective equipment tradable in the territory of the European Union may be used. The protection capacity of the protective equipment shall be identifiable.
- d) Protective equipment required to be supervised shall carry the validity of the last review, and the document (a duplicated copy) certifying the review shall be kept on site.
- e) The following basic protective equipment shall be worn regarding natural gas supplier technology:
 - antistatic protective helmet,

- protective glasses (with mechanical protection),
 - safety footwear, brogue or high boots (antistatic work safety footwear with oil-resistant sole and protective toecap, category of protection S3P). Low shoes shall not be worn on the worksite!
 - antistatic protective clothing
- f) Instead of using the basic protective equipment, the activity-specific protective equipment specified in the risk assessment documentation shall be allowed (e.g. protective equipment for welding sessions.)

4.2 Compliance of work equipment

- a) The Contractor may take vehicles, work equipment, instruments, devices into the worksite that comply with the specifications (e.g. work equipment disposing of CE marking and immaculate mechanical condition).
- b) The last reports of working equipment (so-called dangerous) obliged to periodic safety reviews certifying the carrying out of the review shall be kept on the working site. (Except for gas cylinders.)
- c) The validity of the control review of mobile work equipment (used outside of the premises) shall be visibly displayed on the equipment.
- d) Ignition source must not be taken into potentially explosive areas. An exception to this is when the Contractor disposes of an occasional Hot Work Permit granting a permission to do that.

4.3 Requirements regarding chemical substances used

- a) When working with dangerous substances and preparations, the Contractor shall keep the Safety Data Sheets of the used dangerous materials and preparations on the working site or within reach (like within the premises). If working with dangerous substances issued / supplied by the Client, the Client shall provide the applicable Safety Data Sheets prior to commencing work.
- b) The Contractor may only keep the amount of dangerous substances / preparations on the working site required for the performance of the daily work.
- c) It is prohibited to take into the working site chemical substances in an unidentifiable state or in damaged packaging.
- d) When corrosive, toxic, flammable liquids are used, the substances (e.g. zeolite groats, sand) and instruments needed for release shall be kept on stand-by.
- e) It is prohibited to release the chemical substances and preparations to the environment or the drain channel!

4.4 Requirements on vehicles

- a) Vehicles and machine tools operated by others entering the technological areas shall dispose of valid official authorization.
- b) The keeper's name, contact data and address of the premises shall be visibly displayed on the machine tools and trucks.
- c) Oversized and overweight vehicles (axle load exceeding 5 tons) may enter the technological area with the prior authorization issued by the liaison specified on the work permit.
- d) The drivers of the vehicles are responsible for not contaminating the surface of the technological area public roads, or in case of any contamination, for cleaning it

5. TRAFFIC REGULATIONS

- a) The speed limit within the technological facilities, unless any specific provisions regulates otherwise, is 15 km/h on outdoor transportation roads.
- b) Inside and outside the premises and in workplaces with trails, the regulations of the Highway Code are authoritative.
- c) In the technological premise, the driver of the machine tool shall use sound and light signals when reversing, load-lifting and before starting any other dangerous operation in order to warn those being in the range of the machine.
- d) The Client may apply sanctions to drivers who breach the traffic regulations.

6. HSE AUDITS AND THEIR POSSIBLE CONSEQUENCES

- a) The Contractor tolerates the onsite audits performed by the Client's representatives in order to audit the regularity of the performance of work, in which the Contractor's local representative shall collaborate.
- b) The Contractor accepts that the Client is entitled to apply the following sanctions depending on the severity of the breaches established and documented during the onsite audits:
 - request for missing documents (immediately or with a deadline),
 - ordaining an extraordinary HSE training,
 - withdrawal of work permit,
 - imposition of penalty,
 - expulsion of the Contractor's employees for a fixed term,
 - immediate termination of the agreement.
- c) The Contractor accepts that due to the breaches identified during the onsite audits performed by the Client, it will charge the Contractor the sanctions items included in Appendix 1.
- d) The Contractor shall perform a self-audit on the worksite at least every 5th day. The audit shall be documented and shall be introduced to the Client's representative at its request.

7. CAUSING AND REPORTING HSE INCIDENTS, AND THEIR POSSIBLE CONSEQUENCES

- a) The Contractor shall report the Client any fire, accident, environmental pollution, breakdown that occurred during the performance of the work, to the address specified in the Work Permit.
- b) The Contractor shall involve the Client's HSE representative in the investigation of the accident, fire or environmental pollution, and hand over a copy of the investigation report to the representative.
- c) The Contractor shall compensate the Client the costs arising from the damages it caused in the Client's premise, technology or equipment.
- d) The Contractor is liable for the damages caused to the Client. Beside the damages caused directly, the costs of the firefighting and the technical rescue or, in the event of an environmental pollution, the costs of the indemnification (including the penalties) shall be compensated.

- e) The Client shall involve the Contractor's EHSS representative in the investigation of the accident, fire or environmental pollution caused by the Client or Contractor and hand over a copy of the investigation report to the representative.

8. ACTIONS TO BE TAKEN IN CASE OF EMERGENCIES

- a) The Contractor shall receive instructions from the Client on the rules on alerts of the working site, the modes of alert, the points of assembly and isolation, the emergency phone numbers and the expected rules of conduct.
- b) The Client is entitled to order the emergency drill, and in case of an ineffective execution, it is entitled to suspend the work.

9. WASTE MANAGEMENT, STORAGE OF MATERIALS AND WORKPLACE REGIMEN

- a) The Contractor shall place any hazardous and non-hazardous waste generated during the activity, constituting the Client's property, to the assigned collection facilities in a way that excludes environmental impact.
- b) Wastes in the Contractor's possession produced during the Contractor's activity (e.g. painting boxes, aerosol flasks, other wrapping materials, municipal waste) shall be collected by the Contractor with markings at the site of the activity, and carried out after each daily work.
- c) The Contractor shall keep order in the worksite.
- d) The Contractor shall ensure the keeping of the construction materials, work equipment.
- e) Any transfer and acceptance of work shall be done with the full orderliness of the worksite.

10. LIFE SAVING RULES

- a) Life Saving Rules cover any working sites and working processes of the Client. Compliance with the Life Saving Rules is obligatory for all persons.
 1. Do not smoke unless in the designated area.
 2. Do not consume alcohol or take drugs before and during working.
 3. Ask for a work permit and observe its content.
 4. Should it be necessary, use the appropriate life-saving equipment.
 5. Check the staged state of sources of energy before starting working. If discrepancies are noted by Contractor's work manager, he or she is reserve the right to stop the work.
 6. Do not remove safety signs and don't abolish or revise security-critical equipment.
 7. Perform (or have performed) an atmosphere assessment where required.
 8. Do not perform work in a ditch without secure lateral support.
 9. Do not violate the rules of safe lifting.
 10. Observe regulations and intervene when necessary.

11. PROVIDING PROTECTIVE DEVICES

- a) The Contractor shall dispose of a gas concentration meter (rented or own) serving for measuring the perception of gases specified in the work permit.
- b) The document about periodical revision (calibration) of gas concentration meters by the manufacturer shall be available on the site.
- c) In the work permit, the Client shall specify the specifications concerning the atmosphere assessment – the Contractor shall comply with this, or it may perform even more frequent (e.g. ongoing) atmosphere assessments.
- d) The meters shall have an authenticated and explosion-proof design. Ex means of protection shall correspond to a use within Zone I, it shall belong in group of application II, the proper gas subgroup (A,B,C) and the proper temperature class (T1-T6). (e.g. II 2 G E Ex d/i/o/p/q IIA/B/C T1-6).
- e) In worksites with hazard of falling in or falling down, or falling objects endanger those in the working field, the protection of the employees shall be guaranteed by a collective protection, fending, overlay or any other suitable way, or by personal protection.
- f) The Client shall keep handy firefighting equipment and fire extinguisher specified in the hot work permit, suitable for extinguishing fires resulting in the worksite.

12. PROVISION OF SOCIAL AND FIRST AID EQUIPMENT

- a) The Contractor shall provide protective drink and preservatives corresponding to the type of work and the current weather, and over three Contractor's employees sanitary and hygiene conditions suitable for the nature of the activity and work. The Client shall provide potable water, furthermore not more than three Contractor's employees sanitary and hygiene conditions suitable for the nature of the activity and work.
- b) The Contractor shall provide for the substantive, personnel and organizational requirements of the workplace first aid according to nature of the work and the number of employees.

13. PROCEDURE OF TRANSFER AND ACCEPTANCE OF THE WORKING SITE

- a) The transfer and acceptance of a workplace shall be documented in a report. The procedure of transfer/acceptance of the area shall be conducted between the Client and the Contractor.
- b) The Lock Out / Tag Out (LOTO) Procedure and the disconnection of the controls of the protection, telecommunication and control systems shall be indicated unanimously and identifiably indicated on the spot and on the energy isolation plan. The Client is responsible for completing of the LOTO procedure, the Client is responsible for verifying of the procedure.
- c) Disconnection shall be designed in a way that the chance of casual circuit-separation is precluded by a technical obstacle.

14. REQUISITION OF THE CLIENT'S INFRASTRUCTURE

14.1 Connection to energy grids and unity lines

- a) Technical solutions of providing the energies requested by the Contractor (electricity, water, etc.) shall be specified by the Client and shall inform the Contractor's contact person.
- b) The Contractor shall not insert any hazardous substance to the drain channel and the rain barrels. Hazardous wastes resulting from the cleansing of equipment and containers shall be collected in receptacles.
- c) The Contractor shall certify the conformity of the temporarily developed electricity networks with the electrical safety standards by a test report.

14.2 Installation of containers and rules of smoking

- a) Installation of the Contractor's preparatory buildings shall be permitted by the Client's representative.
- b) Conditions for granting permission are the unambiguous identifiability and adequate stability of the container, its hygiene condition corresponding to the desired application, the adequate condition of its doors and windows, its heating as needed and the evidenced conformity of its electrical systems.
- c) In case of the installation of a container, a prior consent to the installation from the person responsible for the area is required.
- d) Smoking is allowed in a given premise in the areas marked with a sign by the Client.

15. THE ASSIGNMENT AND THE WORK PERMIT

- a) The conditions of commencement of work at the Customer's facilities are set forth in VIG-TÁT-2 HSE Code 5.5.1. e) for general work, and 5.5.4.1. d) for HSE critical work.
- b) The regulation of issuing the work permits is included in the Client's internal rules.
- c) Persons having been issued a HSE card (or HSE exam number) may be assigned work in a work permit.

16. HSE REGULATIONS OF ACTIVITIES

16.1 Activities performed in explosive environments (Zones 1 and 2) entailing a risk of fire

- a) No heat generating activities shall be performed without a specific "hot work" permit issued by the customer.
- b) A flammable activity is an activity that may cause fire or explosion.
- c) Fire prevention measures and those in charge of their performance shall be specified in the work permit.
- d) Flammable activities shall not be performed alone!
- e) In case of flammable activities performed potentially explosive areas, a constant measuring of gas concentration concerning natural gas is required, unless the Client has not issued a notification on the presence of hazards of other flammable gases or vapors.

- f) At open air or in a suitably ventilated building, provided that the contamination of the atmosphere stays under Lower Explosive Limit 20% of flammable gas (LEL 20%) and this would not saturate during the working process, the flammable activity may be permitted to be performed.
- g) At open air or in a suitably ventilated building, provided that the contamination of the atmosphere exceeds Lower Explosive Limit 40% of flammable gas (LEL 40%), all working processes shall be ceased and the worksite shall be abandoned.
- h) In natural gas supplier technology, the hazard of the presence of substances prone to autogenous ignition or self-heating cannot be excluded. The substance prone to autogenous ignition or self-heating shall be collected and stored separated from other flammable materials, exempted from hazards, outside the explosive area, in air-tight containers. Exemption from hazards may take place by humidification by water spray, or any other technological procedure agreed upon with and authorized by the Client.
- i) The Contractor is obliged to keep handy firefighting equipment and fire extinguisher at the location of the flammable activities, suitable for extinguishing fires resulting in the worksite.
- j) Activities bearing the risk of fire may be performed by a person with the specified qualification and the certification of fire protection concerning the performance of the activity (in the time of drawing this up, per Decree of the Dep. of the Interior 45/2011 (XII.7)).
- k) After the suspension or the termination of the flammable activity, the person having performed the flammable activity shall look over the worksite from a fire protection perspective.

16.2 Confined space entry

- a) The Contractor may perform any activity in the interior of any hazardous equipment only in possession of a work permit to enter.
- b) In case of works with entering, the Client's inner rules and the legal requirements relating to health and safety shall be observed. (Hungarian Standard (MSZ) EN-10-57.0033-1990.
- c) During the entering, any electric device, in which the presence of a foreign potential may give rise to risks of electric shock, therefore it may only be powered by circuit-separation transformer.
- d) In performing a work including entering, the Contractor shall perform an atmosphere analysis prior to or when resuming the work, with a frequency specified in the work permit.
 - on flammable gases (natural gas if the presence of no other hazardous substance is notified by the Client) (Lower Explosive Limit - LEL %)
 - on oxygen
- e) During works with entering, unless the risk of the raise of concentration of oxygen above normal level cannot be excluded, the concentration of oxygen shall be often measured and kept under 23 v/v%.
- f) Between values of concentration of hazardous substances of Lower Explosive Limit 5% and 20% of flammable gas (LEL 5% - LEL 20%), the application of explosion-proof may be authorized, the application of which may be permitted in Zone 1. Any possibility of electrostatic charge and the spark discharges shall be abolished.
- g) Above Lower Explosive Limit 20% of flammable gas (LEL 20%), the work involving entering may not be permitted and its performance is PROHIBITED!

- h) In works involving entering, besides those working in the enclosed space, at least two observers shall be provided, these latter shall not be commissioned with any other work. Supervisors must not leave their seats during the work and must wear a yellow armband during the work.
- i) The observers shall be provided with equipment for life saving, they shall be trained and enabled to carry out an emergency intervention and first aid.
- j) Works involving entering may only be started in possession of the authorization of the Client's operative representative.
- k) Work involving entering may be performed by persons above the age of 18, physically fit and commissioned in writing.

16.3 Operations including load-lifting

- a) In performing lifting activities in the Client's premises and within the safety zone of the natural gas pipeline, using lifting machines and lifting accessories operated by the Client, the directions of the relevant law (at the time of drawing this up, Safety Code for Lifting Machines (hereinafter: EBSz) issued with the Decree of the Ministry of Economic Affairs 47/1999 (VIII.4.) shall be observed.
- b) The operator of the lifting machine may only use a lifting machine and lifting accessories that are provided with the documentation specified in the EBSz.
- c) Prior to starting the lifting work, the operator of the lifting machine shall prepare a lifting plan for the assignments specified in the EBSz.
- d) The Contractor shall enclose the lifting plan to the request for work permit. The Contractor shall train the persons involved in the lifting work on the lifting plan.

16.4 Work at height, use of scaffolds

- a) Any activity where the level of the performance of work is at least or above 2m from the ground level and lacks any protection against falling (e.g. guard rail), shall be deemed as work at height.
- b) In works at height, the directions of the relating law shall be observed (at the time of drawing this up, Joint Decree of the Ministry of Social and Family Affairs and the Ministry of Health 4/2002 (II.20.) on the minimum work safety requirements to be implemented at construction work places and construction processes)
- c) In works performed in elevated workplaces, the directions of the law on the work tools and their use (at the time of drawing this up, Decree of the Ministry of National Economy 10/2016 (IV.5.)) shall be observed.
- d) Anchor points shall be chosen in a manner they have adequate bearing capacity and, possibly, be above the performer of the work. The choice of the anchor points shall be harmonized with the Client's representative.
- e) Work at height qualifies as hazardous activity, therefore it shall be performed by 2 persons.
- f) In work at height, tools, parts, machines shall be positioned (fastened in case of machines) in a way they cause no extra damage in the workplace below them when falling down. During the performance of work, the safety of the traffic under the workplace shall be developed by technical measures.
- g) When a machine or equipment is installed under the workplace, it shall be protected from falling objects.

- h) Scaffolds and ladders shall be positioned on a firm foundation and protected from falling over if necessary.
- i) For works in a potentially explosive space, metal scaffolds may only be used. For the construction of the scaffold, scaffold items complying with the product standard of the country or EU.
- j) On the scaffold, a tag shall indicate the data of the proprietor, the license and the maximum working load of the scaffold. On scaffolds under construction or deconstruction, or being damaged, shall bear the sign of restriction of use.
- k) The scaffold shall be looked over by authorized persons (an employee of the company that constructs the scaffold):
 - prior to putting into service,
 - in case of structural modification or decommissioning,
 - after unfavorable weather conditions,
 - after any accident or any incident that may affect the stability or any structural component of the scaffold,
 - after an adjournment in the use exceeding 10 days
- l) Beside the documented inspection, a daily inspection shall be performed prior to works, being duty and responsibility of the employees using the scaffold and the in-charge directly controlling the works.
- m) The employees using the scaffold may not vary the structure of the carcass work, the only one who is authorized for this is the constructor of the scaffold!
- n) Mobile (rolling) scaffolds shall be ensured against displacement (more wheels).
- o) When moving mobile scaffolds, no one may stay on the scaffold. Before moving it, it has to be ascertained that the route of moving is accessible and free from obstacles (like hanging wires, etc.) and the floor is even.

16.5 Earthworks

The safety rules for the design and execution of mechanical and manual earthworks are laid down in joint Decree of the Ministry 4/2002. (II. 20.) SZCSM-EüM and VIG-TÁT-2 HSE Code annex 32, which are mandatory.

16.6 Primary decomposition of hazardous equipment (opening of devices)

- a) When opening the device, the hazardous substance created and accumulated during its operation releasing into the air or its contact with air may constitute a hazard (e.g. self-heating substance contacting air).
- b) When opening a device, the following rules has to be observed:
 - the substances and energies releasing into the fresh air during the activity shall be assessed ,
 - the retainment, storage and handling of the outflowing substances shall be ensured,
 - the employees performing the activity shall be provided with protective equipment in knowledge of the released substance (e.g. protective clothing providing body armor, respiratory protection independent of the air of the environment),
 - the performers of the activity shall be informed about the possible hazards,
 - in case of the appearance of self-heating, spontaneously flammable substance, cooling the substance with water spray,

- the hazardous nature of the air shall be inspected by measuring the gas concentration,
 - by observing the circumstances, the worksite shall be delimited and the trespass of unauthorized persons shall be prevented,
 - the workflow shall be performed by at least two persons having the adequate qualifications and experience.
- c) Pressure equipment may only be broken up in an un-pressurized state. The pressureless state of the device is mandatory to be checked in at least two methods independent from each other.
- d) The pressure equipment shall be broken up under the Client's supervision.

16.8 High-pressure cleaning, abrasive blasting, spray painting

- a) In cleaning with high-pressure fluid, the transformation of the energy may present a high risk. In high-pressure cleaning working processes, the employees shall be provided with personal protective equipment.
- b) The high-pressure aqueous-based cleaning or abrasive blasting requires the following additional personal protection:
- full-face protection
 - respiratory protection (for abrasive blasting)
 - hand protection (against chemical and mechanical effects)
 - protective clothing
 - safety footwear
- c) Abrasive blasting may be accompanied by generation of sparks. Within the explosive zone, work may be performed only along with the measuring of the gas concentration.
- d) In high-pressure cleaning and abrasive blasting, the danger zone of the work shall be delimited and the entrance of unauthorized persons shall be refused to the worksite.
- e) In spray painting outdoors, the direction and strength of the wind shall be considered so that the dissipating painting do not cause a health menace or any damage in the environment.

16.9 Activity presenting radiation hazards

- a) Radiological weld test is an activity to be performed with authorization.
- b) The Contractor's employee having a qualification in radiology shall ensure the appropriate shielding of the worksite during the performance of work.
- c) During radiological examinations, the duty of closing (light signals, sound signals, the delimitation of the worksite) belongs to the person performing the radiological examination.
- d) Activities involving radiation hazards shall only be performed by enterprises or persons with regulatory approval.

16.10 Activities applying materials containing asbestos

- a) The Contractor shall declare any work applying materials containing asbestos (e.g. demolition of buildings) at least 15 days before the start of work to the labor inspectorate of the municipal or regional government agency with territorial jurisdiction according to the location of the working site.
- b) The official statement and the work plans prepared according to the applicable law shall be attached to the license application.

- c) The site manager shall ensure the safe collection of waste matter containing or contaminated by asbestos. Airtight labeled containers shall be applied for the collection of the waste matters.
- d) The worksite of the work with asbestos shall be unambiguously marked out (signaling tapes, fence if necessary) and safety and health signs shall be placed along the access road, furthermore, measures shall be taken on account of the prevention of the contamination of the environment.

17. RULES OF SINGLE PERFORMANCE OF WORK

- a) Performing work alone is prohibited in the following activities:
 - works involving entering (inside of shafts, containers, pressure vessels)
 - penetration of dangerous devices
 - chemical cleaning, abrasive blasting and high-pressure cleaning
 - cutting, pressure drilling, welding, strength and tightness pressure test on the technology and its appendages
 - works involving fire hazard
 - works at height – above 2m (on columns, scaffolds)
 - works near and under electrical voltage (electrical factory works performed in electrical control rooms, switch rooms)
 - manual and mechanical earthworks in the technological safety zone of the natural gas supplier
 - revision and maintenance of integrated alarm and fire alarm systems of life purposes, and of pressure relief fittings
 - assembly of scaffolding
 - works involving energy isolation
 - other works specified by the issuer of the work permit
- b) The work manager shall ensure in all cases if the personnel is enough for the performance of the given work.

18. DOCUMENTS TO BE KEPT AT THE WORKSITE

- a) The Contractor (Subcontractor) shall keep the following documents at the site and show them up in an inspection:
 - acceptance protocol of the worksite,
 - work permit,
 - corporate access card (where access control system is established),
 - HSE card or HSE exam number,
 - certificate in firefighting, certification on further education in safety technology (at the time of drawing this up, the decree of the Ministry for Innovation and Technology 16/2018. (IX. 11.)),
 - valid document certifying medical fitness for occupational health, or a copy thereof,
 - approved safety and health protection plan,
 - For HSE critical activities:
 - HSE plan (VIG-TÁT-2 HSE Code Annex 5), unless a safety and health protection plan is required by law,
 - Documented Last Minute Risk assessment (VIG-TÁT-2 HSE Code Annex 10),
 - Documented Toolbox meeting directly preceding work (VIG-TÁT-2 HSE Code Annex 11)

- copies of the safety data sheets of hazardous materials and hazardous substances used in the working process,
- last calibration protocol of the gas concentration meter, should the meter bear no identifiable indication on the performance of the test,
- copies of the list of work equipment and protective equipment used for working bound to periodic inspection, and of the documents certifying the last review (lifting machine logbook, protocols of periodic inspection, etc.),
- registration certificates of vehicles, vehicle drivers' and machine operators' driving licenses,
- employees' personal identification documents, social security identification cards (cards displaying social security identification sign, or a relevant document for foreign employees),
- implementation plans, construction log.

19. ADR REQUIREMENTS CONCERNING THE TRANSPORT OF DANGEROUS GOODS

- a) The Contractor is liable for the deliveries to be done by employees who know and observe the dispositions of the currently applicable version of ADR agreement (The European Agreement concerning the International Carriage of Dangerous Goods by Road - technical annexes to Directive 94/55/EC, and 2008/68/EC directive).
- b) The Contractor shall ensure the availability in a valid form of the qualifications disposed by the legislation (certificate of ADR training, driving license of a proper category, safety adviser for the transportation of dangerous goods), equipment required for the transportation of dangerous goods (vehicles, packing, containers and tanks, etc.), licenses (approval certificates compliant with the transported goods).
- c) The Contractor undertakes to ensure the transmission of the dangerous goods according to the dispositions of the ADR regulation in force.
- d) The Contractor shall ensure that the Client (and the competent authority, if required) receives immediate reports on any incident other than the normal workflow. These kinds of incidents above all are the oppositions by the authorities, the accidents, the environmental damages, etc.
- e) In any issues concerning the transportation of dangerous goods not detailed and regulated here, are subject to the dispositions of the ADR regulation in force and the applicable legislation (at the time of drawing this up, Government Decree 1/2002 (I.11.) on the uniform procedures for checks on the transport of dangerous goods by road).

20. DISPOSITIONS ON WORKS PERFORMED ON TRACKS

- a) Earthworks performed within the safety zone of natural gas pipelines and communications cables (except for agricultural activity according to the crops) shall be authorized by the Client's operative statement.
- b) The prohibitions and restrictions concerning the nature reserves shall be collated with the competent administrator of the nature reserve.
- c) No inflammable materials shall be stored in the safety zone of natural gas pipelines!
- d) Abstraction and recycling of natural water applied in the compression test of the natural gas pipeline requires a legal water permit.

- e) The deep-well disposal on the property of the water used for the compression test requires the proprietor's consent, while its introduction into the drain channel requires the administrator's consent.
- f) Rules for activities to be performed above pipelines without excavation:
- After setting the track of the pipeline, the works may be started upon the Client's verbal or written directions.
 - The consistency of the track markers and track equipment (direction indicator, olfactory tube, potential measuring station, etc.) shall be conserved and their abuse is prohibited!
 - Temporary gateways above the pipelines shall be established for the transition of the machinery.
- g) Nature conservation rules:
- The Contractor shall collate the conditions of the works performed in nature reserves and the compulsory notifications with the administrator of the nature reserve.
 - Machine works upon Natura 2000 grasslands at night are prohibited; the permanent damaging of the turf surface is prohibited!
 - In works in open ditches, the protection and rescue of wild animals shall be ensured. Measures to be taken, by way of illustration, are: during bird breeding periods (e.g. of bank swallows), the trenches shall be covered by mesh, and the trenches shall be checked once every three days for reptiles and rescued by specialists.

APPENDIX 1

Sanctions and the rules for their enforcement by the Client over deficiencies and infringements discovered during the spot check on the observation of the HSE rules

1. In accordance with the provisions of the agreement, the Client's representative may check for whether the HSE rules during the execution are observed.
2. The Client's representative shall lay down the findings of the investigation it performed, to be signed by the Contractor's local site manager or other representative/agent empowered to represent.
3. Contractor shall be considered as a partner contracted with the Client, being responsible for the involved subcontractor the way it is responsible for itself. The Contractor is liable against the Client for the infringements of the subcontractor and their consequences.
4. Should the Client's representative determine during the investigation that the Contractor has infringed the HSE rules in executing the agreement, it shall apply the measures specified in chapter "6. HSE AUDITS AND THEIR POSSIBLE CONSEQUENCES".
5. The Contractor undertakes to fulfill the measures indicated in the facts of the case listed in Point 6, per the Client's orders.
6. Employee shall also be considered as the employee of the Contractor.
7. Concerning the state of facts, the concepts shall be interpreted per the legislations with the subject of the applicable HSE (health protection, safety technology, environmental protection), and the relevant provisions of the agreement.
8. Clearance shall be interpreted as the immediate withdrawal of the work permits by the Client and the suspension of the workflow / operation. In case of an expulsion from the Client's premises, the specific employee shall not receive an access card to the Client's premises.
9. States of facts demanding sanctions and measures should a state of fact be observed:

Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
1.	Smoking or illicit use of an ignition source				
1.1	Smoking in inflammable or explosive areas.				<u>The expulsion of the offender</u> from the premises of the Company <u>for a period of 1 year.</u>
1.2	Smoking in a non-designated area (except for inflammable or explosive areas).				Suspension of the activity
2.	Working without a work permit				
2.1	The lack and/or invalidity of the "Work Permit" for the specific activity.				Suspension of the activity
2.2	The lack and/or invalidity of the "Permit for inflammable activities" for the specific activity.				<u>Immediate clearance and the expulsion of the site manager</u> from the premises of the Company <u>for a period of 1 year.</u>
2.3	The lack and/or invalidity of the "Entering Permit" for the specific activity.				<u>Immediate clearance and the expulsion of the site manager</u> from the premises of the Company <u>for a period of 1 year.</u>
3.	Infringement of the rules concerning the disconnection of dangerous substances / energies.				
3.1	The failure to disconnect the dangerous substance and energy specified in the work permit (should it be the contractor's duty)				Suspension of the activity, immediate suspension of the activity
4.	Failure to wear the compulsory protective equipment				
4.1	Failure to use respiratory protection equipment (except for non-powder mask) and/or its protection capacity cannot be identified and/or is not adequate.				If available though the employee did not use it, the <u>employee shall be expelled</u> from the premises of the Company <u>for the period of 1 year.</u> If not available, the <u>site manager shall be expelled</u> from the premises of the Company <u>for the period of 1 year.</u>

Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
4.2	In cases required in the work permit or specified by the legislation, in lack of a collective protection, the failure to use safety harness against falling and/or the equipment is not tied up to an adequate anchorage (waist belts or body belts are not allowed) and/or the safety harness is not in proper condition and/or it was not reviewed.				If available though the employee did not use it, the <u>employee shall be expelled</u> from the premises of the Company <u>for the period of 1 year</u> . If not available, the <u>site manager shall be expelled</u> from the premises of the Company <u>for the period of 1 year</u> .
5.	Omission of the mandatory gas concentration measuring				
5.1	Failure to use a personal gas concentration meter required by the work permit. (Including use in a technically malfunctioning state or in off mode)				If available though the employee did not use it, the employee shall be expelled from the premises of the Company for the period of 1 year. If not available, the site manager shall be expelled from the premises of the Company for the period of 1 year.
6.	Lack of protection against collapse				
6.1	The construction pit is not or not adequately protected against caving in with a slope or by way of bracing or beveling, materials are stored on the tearing sheet, the possibility to go down and come up is not ensured (the method of protection against caving in must be described in the HPSTEP plan).				Work suspended until a supplement is submitted
7.	Avoidance of occupational safety equipment				
7.1	Avoidance or non-compliance of equipment or signals significantly affecting occupational safety.				Suspension of the activity until the returning to its original state.
8.	Infringement of rules on load lifting				
8.1	Person staying under hanging load.				Immediate cessation of the operation
8.2	Lifting area not delimited.				Remedy, work suspended in case of recurring deficiency
8.3	Persons lifted by machine. (Except for Hoist, elevator, bucket lift used and examined for this purpose).				Immediate cessation of the operation
8.4	Permissible load not indicated on the hoist.				Remedy, work suspended in case of recurring deficiency
8.5	Values on the load curve specified for the specific machine being exceeded.				Immediate cessation of lifting.

8.6	Lack of prevention of involuntary starting of machinery or vehicle (e.g. startup key is in the ignition switch while the operator is not close to the machinery).				Key shall be taken out immediately, then returned after report is taken Abolition of deficiency
Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
8.7	Abandoning driver's cab while engine is running.				Awareness, warning
8.8	Manual control or positioning of load not according to applicable regulations during mechanical lifting.				Abolition of deficiency, and in case of a recurring deficiency, the cessation of works.
8.9	Lifting machine log not in the location and/or not permanently kept.				Remedy, work suspended in case of recurring deficiency
9.	Proven consumption of alcohol or drugs				
9.1	Alcohol consumption proofed in the check and inspection made by the Client's Corporate Security.				<u>The expulsion of the affected employee from the premises of the Company for a period of 1 year.</u>
10.	Shortage of Required Documents.				
10.1	No record of works has been opened and/or it is not kept updated and/or it is not available at the site.				Work suspended until a remedy is submitted
10.2	An employee of a non-declared subcontractor can be found at the worksite.				Suspension of the activity
10.3	Lack of HSE training and/or shortage or invalidity of HSE card (where the card is already a binding requirement).				Work suspended until a remedy is submitted
10.4	Lack of an HSE plan adopted by the HSE division (if the HSE plan is mandated by the appendix to the agreement with the Client).				Remedy, work suspended in case of recurring deficiency
10.5	A written mandate from the employer (or its copy) for the authorized work is not available at the site or is not valid.				Remedy, work suspended in case of recurring deficiency
10.6	Certification of a valid medical aptitude opinions relating to the work.				Remedy, work suspended in case of recurring deficiency
10.7	Lack of personal entitlement required for the performance of the work (qualifications, certification exams e.g. certificate in firefighting, existence of security technology).				Suspension of the activity of the given person throughout its remedy, and in case of a recurring lack, the suspension of the performance of work
10.8	The machinery and equipment found in the location cannot be identified and matched to the machinery included in the list of equipment (no marking or wore off or not even deposited, etc.).				Remedy
11.	The conditions specified in the work permit are not met				

11.1	Other conditions specified in the work permit (not included in this list) are not met.				Work suspended until a remedy is submitted
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Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
12.	Lack of provision of escape routes				
12.1	The routes, gateways, escape routes or emergency exits are obstructed by a reason attributable to the contractor.				Remedy, work suspended in case of recurring deficiency
13.	Order of and conduct at the workplaces are inappropriate				
13.1	The storage of materials transported to the site by the Contractor or those produced or dismantled during the performance of work is not realized in the dedicated areas. The collection and transportation of hazardous and non-hazardous waste is not realized in the manner and form specified in the legal provision, if the removal is the contractor's duty.				Remedy, work suspended in case of recurring deficiency
13.2	There are protruding nails or sharp objects endangering the safety of the worksite for reasons attributable to the contractor.				Remedy, work suspended in case of recurring deficiency
13.3	Intersections or traffic routes are crossed by cables or hoses without any mechanical protection and/or the mechanical protection is stumble-prone. Electric cables running as aerial cables are not fixed at several points.				Remedy, work suspended in case of recurring deficiency
13.4	Neglectful conduct that endangers themselves and those within the scope of the performance of work.				Remedy, work suspended in case of recurring deficiency
14.	Conditions of first aid are not ensured				
14.1	No first-aiders available in the worksite.				Remedy
14.2	No first-aid posts assigned, the first-aid kit is not filled up, and validity of bandages is over, the names of the first-aiders not displayed.				Remedy
15.	No social infrastructure not ensured				
15.1	No toiletries, no adequate room for rest or eating, and no protective drink according to season is provided.				Remedy
16.	Assignment and identifiability of site manager is inappropriate				
16.1	The local site manager indicated in the „Commission” or the Work Permit is not assigned or is not at the site and he did not provide for any substitute.				Remedy, work suspended in case of recurring deficiency

Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
17.	The storage of gas cylinders is inappropriate				
17.1	Storage of gas cylinders is incorrect (in a condition not properly fixed or not on a cylinder trolley).				Remedy
17.2	The valve protecting cap on cylinders out of use is not in its place.				Remedy
17.3	Combustible materials stored in the direct vicinity of gas cylinders.				Remedy
17.4	Hoses of gas cylinders are not protected against the physical risks of the environment, or when led upwards, their anchorage is not solved.				Immediate remedy, or in case of a recurring deficiency, suspension of the work
18.	Safety Data Sheet is not available				
18.1	The safety data sheets of substances (qualified as dangerous per the legal provisions) stored and/or used in the site are not at the site.				Remedy
19.	The storage of dangerous substances is inappropriate				
19.1	The dangerous substances have no manufacturer's packaging and/or are not identifiable and/or their storage is inappropriate.				Remedy
20.	Assignment of observers and their identification is inappropriate				
20.1	The observers have not been assigned or not in the specified headcount, or they fail to stand at their dedicated place and do not perform their duties.				Work suspended until a remedy is submitted
21	Firefighting instruments provided for inappropriately				
21.1	Fire extinguishers provided for in not the specified quantity and type at the site.				Work suspended until a remedy is submitted
21.2	The serviceable and secure condition of the specified fire extinguishers cannot be certified (lack of labels and seals).				Work suspended until a remedy is submitted
22.	Inappropriate scaffolding				
22.1	Lack of three-line rail (rail, knee rail, leg rail) at the working levels				Work suspended until a remedy is submitted
22.2	Termination barrier is not anchored.				Work suspended until a remedy is submitted
22.3	The appropriate ramp for securely approaching the worksite is not provided for.				Work suspended until a remedy is submitted
22.4	The scaffold is instable, no documentation on compliance or incomplete: (Constructional sketch, scaffold design, general structure documentation, installation (the carrying capacity of the scaffold and its manufacturer not displayed), periodic inspection)				Remedy

Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
22.5	Mobile scaffold not fixed against inadvertent moves.				Work suspended until a remedy is submitted
22.6	A person stands on the mobile scaffold when moving it.				Immediate termination
22.7	Scaffolds used in areas exposed to physical and/or chemical effects are of inappropriate materials (e.g. aluminum scaffolds and ladders may not be used in a limy/alkaline environment).				Remedy The scaffold shall not be used until replacement!
23.	Performance of work on ladders is inappropriate				
23.1	The ladder is cracked, broken or damaged in any other way, slippery rungs, slip-resistant surface not functioning, two stiles of the ladder not assured against dislocation.				Immediate remedy
23.2	The stiles of the ladder are unstable.				Immediate remedy
23.3	The peg ladder does not reach at least 1m beyond the arrival level or no handrails at the arrival level.				Immediate remedy
23.4	Work is performed on the peg ladder without safe handhold provided for.				Work suspended until the formation of safe circumstances
23.5	Wheeled ladders not anchored against displacement.				Immediate remedy. Work suspended until a remedy is submitted
24	Breach of the rules on not "life saver" protective equipment				
24.1	Goggles not used all required cases and/or its protective capability is not identifiable and/or inappropriate.				Remedy, work suspended in case of recurring deficiency
24.2	Employees do not wear protective helmets (except for in the case of office work and indoor professional works where the risk of falling objects is not inherent), their conditions are inappropriate, their expiry date is past, and/or their protective capacity cannot be identified.				Remedy, work suspended in case of recurring deficiency
24.3	Acoustic protection devices not used in any case when necessary and/or their protective capacity cannot be identified and/or is inappropriate				Activity suspended until remedy is submitted
24.4	Safety footwear is inappropriate for the level of endangerment and/or their protective capacity is not identifiable and/or is inappropriate or lost its protective capacity.				Activity suspended until remedy is submitted
24.5	Use of protective clothing not matching the level of endangerment (inappropriate for the conditions in the worksite)				Activity suspended until remedy is submitted

Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
24.6	Use of protective gloves with inappropriate protective capacities not corresponding to the respective activities (protecting against physical, chemical hazards) and/or their protective capacity cannot be identified				Activity suspended until remedy is submitted
24.7	Respiratory protection equipment is stored in not clean condition and/or its review (if required) did not happen in a verifiable manner.				Remedy, work suspended in case of recurring deficiency
24.8	Lack of other respiratory protection equipment not mentioned in Section 4.1				Activity suspended until remedy is submitted
25.	Marking of trenches and excavations is inappropriate				
25.1	Uncovered or non-demarcated cavities on the worksite for a reason attributable to the contractor.				Remedy, work suspended in case of recurring deficiency
25.2	The location of the performance of earthworks separated and indicated in an inappropriate manner from pedestrian and road traffic. (Separating rail elements shall not cause damages).				Work suspended until a remedy is submitted
26	Burden fastening elements are inappropriate				
26.1	The state of fastening elements is inappropriate and their documented revision is unavailable at the site.				Immediate termination of operation until remedy of shortage
27	Lifting equipment is inappropriate				
27.1	The condition of the lifting machine is inappropriate and their documented revision is unavailable at the site.				Immediate termination of operation until remedy of shortage
28.	The condition and use of the electric equipment, small electric appliances and hand tools is inappropriate				
28.1	The equipment and appliances are in an inappropriate condition. The condition of electric wires, extension cords, plugs, distributors and technical parameters is inappropriate.				Remedy, removal of the inappropriate equipment from the site. In case of recurring deficiency, the suspension of the work
28.2	Switch cabinets not earthed.				Immediate remedy, or in case of a recurring deficiency, suspension of the work
28.3	The condition of hand tools is inappropriate (e.g. haft cracked or broken, worn teeth, elongated key aperture).				Remedy, removal of the inappropriate equipment from the site. In case of recurring deficiency, the suspension of the work
29.	Breach of electric security rules				
29.1	No transformers or of inappropriate load capacity used at work sites with large metal surfaces, or too much consumer connected to it.				Immediate remedy, or in case of a recurring deficiency, suspension of the work

29.2	The connection to equipotential bonding grid did not happen when welding metal structure with large metal surface.				Work suspended until a remedy is submitted
Sequence number	Checks carried out on, Statements:	Deficiency	Correct	Not applicable	Other measures / Consequence
29.3	The electric cables are not protected against the physical risks of the environment, or when led upwards, their anchorage is not solved.				Immediate remedy, or in case of a recurring deficiency, suspension of the work
30	Inappropriate documentation on protection against physical contact or review				
30.1	The review on protection against physical contact has not been performed and/or the documentation is unavailable at the site.				Prohibition of the inappropriate equipment or its removal from the site
30.2	Periodical supervision of the welding kit has not been carried out, or it cannot be identified.				Replacement or removal of the inappropriate equipment from the worksite
31.	Inappropriate waste storage or waste collection				
31.1	The waste produced is not collected in the manner and at the place designated by the operator.				Immediate remedy, or in case of a recurring occurrence, the suspension of the work
31.2	Collection bins available in an insufficient quantity or in an inappropriate quality to collect the waste produced during the activity.				Immediate remedy
32.	Introduction of dangerous substance into the drain channel				
32.1	Introduction of dangerous substance of unauthorized quantity and/or quality into the drain channel				Suspension of the works, measures on compensation
33.	Contamination of soil, groundwater and surface waters				
33.1	Contamination of the soil, groundwater and surface waters during performance of work with dangerous substance.				Suspension of the works, measures on compensation
33.2	Extraction or returning of water used for the compression test without any authorization				Suspension of the works, measures on compensation