



Policy on Fire Protection Rules

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Acronyms and Abbreviations

Table 1 - Abbreviations

Abbreviation	Definition
ARTS	Anomaly Report Tracking System
CADM	Configuration and Documentation Management
DMS	Document Management System
EC	European Commission
ECAS	European Commission Authentication Service
EU	European Union
EUCI	EU classified information
GNSS	Global Navigation Satellite System (e.g. GPS, Galileo, GLONASS etc.)
GRUE	GSA RESTREINT UE (network)
GSA	European GNSS Agency
OED	Office of the Executive Director
TMS	Training Management System
FTCH	Fire-technical characteristics, or technical and safety parameters (describing behaviour of a substance during burning on the basis of measurable values)
FSE	Fire safety equipment
S5, S6	CO ₂ filled PFE weighting 5 kg, or 6 kg,
P6, P50, P60, P250	PFE carrying 6, 50, 60, 250 kg of extinguishing powder
FSS	Fire signal system unit
FP	Fire protection, and/or also fire safety
PFE	Portable fire extinguisher (eventually also a mobile or towed fire extinguisher)

1 Applicable and Reference Documents

1.1 Applicable documents

Types of fire protection documentation

Applicable Documents:		
Type	Title	Reference
AD1	REGULATION (EU) No 512/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 16 April 2014 amending Regulation (EU) No 912/2010 setting up the European GNSS Agency	REGULATION (EU) No 512/2014, 16 April 2014
AD2	Council Directive 89/391/EEC of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work	89/391/EEC of 12 June 1989
AD3	C(2006) 1623 of 21 April 2006 establishing a harmonised policy for health and safety at work for all European Commission staff	C(2006) 1623 of 21 April 2006
AD4	COMMISSION DECISION (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission	EC/2015/443 of 13 march 2015
AD5	Protocol No 7 on the Privileges and Immunities of the European Union annexed to the Treaties	TUE
AD6	CZ hosting agreement on site and support, privileges and immunities between the European Global Navigation Satellite Systems Agency (GSA) and the government of the Czech Republic	74/2012Sb.m.s., Sdělení Ministerstva zahraničních věcí
AD7	L'accord relatif à l'hébergement et au fonctionnement du centre de sécurité Galileo (ensemble une annexe), signé à Paris le 12 juin 2013	Décret n° 2014-1507 du 15 décembre
AD8	Agreement on the hosting of the backup site of the Galileo Security Monitoring Centre between the European Commission, the European GNSS Agency and the Kingdom of Spain	C(2018)8642/F1 GROW (DG Internal Market, Industry, Entrepreneurship and SMEs)



Applicable Documents:

Type	Title	Reference
AD9	REGULATION No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union	OJ 45, 14.6.1962, p. 1385 in its last amended version
AD 10	Occupational Health and Safety Policy - GSA-FML-FM-POL-245037	GSA-FML-FM-POL-245037
AD11	Other applicable documents are set and monitored as described in section Legal and other requirements and Form 5	GSA-FML-FM-POL-220382, Form 5

1.2 Reference documents

Reference Documents:

Type	Title	Reference
RD1	GAL-PL-GSA-GSMC-X-108262-A1-v01-0_GSMC-FR Health and Safety at Work	
RD2	GAL-PRO-GSA-GSMC-X-108142-V01-0_GSMC-FR Health and Safety Briefing For New Staff Members	
RD3	GSA-FML-FM-POL-245038 Fire Protection Rules	
RD4	Guideline Internal Audit GEN_PRO_GSA_OED_205628	
RD5	Commission Decision laying down general implementing provisions for the reimbursement of medical expenses	
RD6	COMMON RULES on the insurance of officials of the European Union against the risk of accident and of occupational disease	
RD7	GSA-FML-FM-POL-245037 Occupational health and safety Rules	
RD 8	GEN-PRC-GSA-HR-V01-0-Learning and Development Framework 2014 - Education, training and development of employees.	

















Table 2 – Forms

FORMS:		
Type	Title	Reference
Form F1	Training for staff	 F1 Training_FP_Staff.docx
Form F2	Training FP Managers	 F2 Training_FP_Managers
Form F3	Training FP Patrols/Floor warden CZ	 F3 Training_FP_Floor_war
Form F3	Training FP Patrols / Floor warden EN	 F3 Training_FP_Floor_war
Form F4	Training FP contractors EN / CZ	 F4 Training_FP_contracto
Form F5	Welding permit CZ	 F5 Welding permit_CZ.doc
Form F5	Welding permit EN	 F5 Welding permit_EN.doc
Form F6	Temporary measure in case of inoperability of installations CZ / EN	 F6 Temporary measure_CZ+EN.docx
Form F7	Nomination of floor wardens EN	 F7 Nomination of fire guards floorwardens



FORMS:		
Type	Title	Reference
Form F8	Assessment of fire danger and inclusion of activities for Prague HQ EN-CZ	 F8 Form for assessment of fire da
Att 1	Fire safety rules diesel Prague HQ CZ	 Att 1 Fire safety rules diesel Prague HQ CZ
Att 2	Fire safety rules high voltage substation Prague HQ CZ	 Att 2 Fire safety rules high voltage substation Prague HQ CZ
Att 3	Fire safety rules for Prague HQ CZ	 Att 3 Fire safety rules for Prague HQ CZ
Att 4	Fire safety rules for Prague HQ EN	 Att 4 Fire safety rules for Prague HQ EN
Att 5	Evacuation plan for Prague HQ CZ+EN	 Att 5 Evacuation plan for Prague HQ CZ+EN
Att 6	Evacuation plan - confirmation form of evac. Prague HQ EN	 Att 6 Evacuation plan - confirmation form of evac. Prague HQ EN
Att 7	Evacuation plans - graphics for Prague HQ	 Evacuation plans - graphics for Prague HQ
Att 8	Operative card Prague HQ CZ	 Operative card Prague HQ.pdf

FORMS:		
Type	Title	Reference
Att 9	Documentation of fire tactics Prague HQ CZ	 Att 9 Documetation of fire tactics Prague
Att 10	Fire registration office rules Prague HQ CZ EN	 Fire registration rules Prague HQ.pdf
Att 11	Fire alarm guideline Prague HQ - EN-CZ	 Fire alarm guidline Prague HQ.pdf

2 Purpose

Definitions of GSA Health and Safety Policy are applicable also to the present policy.

This Policy establishes the Fire Protection rules for all Employees and visitors GSA staff in all GSA workplaces.

This Policy complies with Council Directive 89/391/EEC and its amendments, GSA Health and Safety Policy, GSA-FML-FM-POL-245037 and the requirements of ISO 45001 principles.

The purpose of this Policy is to introduce minimum standards and measures for the continuous improvement of fire safety of Employees. This Policy is the basic document in the field of fire protection whose goal is to define the purpose, scope, tools and structure of the Fire Safety management system within the GSA and all its operations in the EU. All applicable and reference documents define processes according to the Staff Regulations, basic EU Directives and their transposition in respective Member States which give specific guidance to mitigate risks.

3 Scope and application

1. These rules apply to all GSA staff members (officials, temporary agents, contract agents), seconded national experts, any other external staff including interim workers, consultants and trainees (hereinafter: "employees") as well as to visitors, within its limits.
2. Head of Administration shall take into consideration health and safety rules while implementing GSA Fire Protection Rules.

4 Policy

4.1 Register of Fire Protection's legal requirements

1. Head of Administration and GSA Site Managers shall identify, record and analyse the applicable legal regulations and the requirements related to fire protection which stem from EU applicable rules, contracts and when applicable national or local laws.
2. Site Managers shall provide the Legal and Procurement Department with their local lists of issued decisions, permissions and authorisations for collection and registration.
3. The Legal and Procurement Department must provide an expertise in creating, maintaining and disseminating the list of issued decisions, permissions and authorisations.

4.1.1 Central Register of Fire protection's legal requirements

1. Head of Administration or his/her representative shall create and maintain a central register of legal requirements.
2. Head of Administration can enlist an expert external service or person to monitor and keep the Central Register of legal requirements updated. In such case, close supervision and frequent control shall be conducted.
3. The Central Register shall be kept updated on the basis of the outcomes of the monitoring of changes in the legal requirements. The monitoring and updating of the register shall be performed under the following rules:
 - a) monitoring new legal requirements;
 - b) monitoring changes in the legal requirements stated in the Central Register;
 - c) informing the Heads of department and other individuals concerned with the changes in the legal requirements as necessary;
 - d) updating the internal processes to ensure fulfilment of the legal requirements and compliance therewith in terms of organization.
4. A template for creating the Central Register can be found in Form 5 of GSA-FML-FM-POL-220383 and shall be used to keep the overview of applicable legal requirements.
5. The Central Register of legal requirements shall be stored in electronic form in its last valid version.

4.1.2 Local Register of legal requirements

6. A local register of legal requirements shall be implemented and kept updated at GSA Site Managers' level. This register shall be placed under the authority of the GSA Health and Safety Officer or his/her representatives.
7. Site Managers can enlist an expert external service or person to monitor and keep the local register of legal requirements updated. In such case, close supervision and frequent control shall be conducted.

8. Points 3 to 5 of section 4.1.1. apply accordingly.

4.1.3 Fire Registration Office

1. To ensure a speedy notification of a fire to the emergency operational centre, a local fire registration office is established, usually in Security Emergency response control centre, which might be operated by a contracted security agency.
2. To ensure a fast notification of a fire or any other security or safety emergencies, Security Emergency response control centre (onsite or remote) shall be established in each temporary or permanent premises directly operated by GSA. The centre shall be operated on a 24/7 basis.
3. The Internal telephone contact to the local fire reporting office is listed in the Fire Alarm guidelines at every site.

4.2 Responsibility and obligations

4.2.1 Executive Director

The Executive Director shall supervise the implementation of the overall fire protection rules within the Agency. To fulfil his/her obligation the Executive Director:

- a) decides on the Agency policy in the area of fire protection;
- b) delegates his/her powers in the area of fire protection to Head of Administration and Site Managers in accordance with the sections below.

4.2.2 Head of Administration

The Head of Administration is responsible for assessment, interpretation and applicability of fire protection rules within the Agency. Responsibilities and obligations of the Head of Administration include:

- a) preparing policies for the Executive director in that matter;
- b) deciding on GSA Fire protection policy implementation rules when relevant;
- c) interpreting GSA Fire protection policy when solicited by GSA Site Managers; he/she can be assisted in this matter by appointed staff or an external consultant;
- d) approving fire protection documentation, in accordance with the present policy and the powers delegated by the Executive Director (see 4.2.1.).

The Head of Administration might be assisted in its responsibilities and obligations regarding fire protection by an internal fire prevention officer pursuant to the local regulations. This function might be outsourced.



4.2.3 Site Managers

Without prejudice to specific rules foreseen in the present policy, the delegation of powers in the field of health and safety, as laid down in the Health and Safety Policy, covers also the fire protection.

Site Managers shall have overall responsibility for ensuring the fire protection at their respective GSA premises and ensure the fulfilment of fire protection duties during activities carried out at their workplaces as an integral part of their management. Responsibilities and obligations of the Site Managers include:

- a) implementation of the local fire protection procedures;
- b) representation of the Agency before fire protection authorities;
- c) designation (within their line of management) of one or more staff members (GSA appointed staff for OHS affairs) to assist them with the activities related to the implementation of fire protection rules;
- d) decision on whether to use competent external services or persons;
- e) compliance with local rules on fire protection;
- f) ensuring the fulfilment of proper conditions for the extinguishing and rescue work;
- g) ensuring that GSA staff and employees of external companies that carry out their activities at GSA workplaces are trained and aware of fire protection procedures and rules;
- h) co-operation with the GSA Health and Safety Officer (HSO) in fulfilling the fire protection missions;
- i) ensuring that all relevant and applicable local documentation is created and maintained by a competent and authorized person having the required licence;
- j) taking care of local documentation of fire tactics and ensuring that operative card mentioned in attachment 8 shall be created, where reasonable, no matter if it is legally required or not;
- k) ensuring that regular fire preventive checks are performed and recording them in fire log book;
- l) ensuring that the use of open fire is authorised, based on filling work permit for welding as set in Form 5 (§ 1.2, Table 2);
- m) ensuring the record of each fire system inoperability and the adoption of temporary measures as set in Form 6 (§ 1.2, Table 2);
- n) ensuring that all installations and extinguishers are operational;
- o) ensuring that the handover and adoption or adaptation of existing fire protection documentations are made in case of lease of new premises and offices;
- p) designating, within their line of management, a GSA staff member who shall provide training and arrange the escort of suppliers and contractors within their premises.

Specific decisions may be taken by the Executive Director, as the case may be, in order to entrust the Site Managers with budgetary autonomy for the sake of implementation of this policy.

4.2.4 Security officers

1. Security officers (e.g. Local Security Officer (LSO)) have the obligation to provide assistance to fire protection implementation.
2. In coordination with the site Health and Safety officer, Security officers shall make sure that:
 - a) fire preventive roles are known by the security company;
 - b) security contractors are trained and properly drilled to intervene in their area of responsibilities in accordance to GSA health and safety policy and regulation and fire protection regulations;
 - c) fire and safety patrols are properly conducted in peak and off hours;
 - d) in case of inoperability of fire installation, sufficient safeguards measures are taken in order to mitigate the risk of fire until fire installations are back to normal (e.g. increase of fire and safety patrols in the building or designated area);
 - e) patrols are conducted in accordance with fire work permit prescription.

4.2.5 GSA staff

GSA staff shall participate in fire protection at the workplace by:

- a) observing regulations and fulfilling duties resulting from their work, technical conditions and features of used material and substances;
- b) ensuring that after the working hours (shift), the workplace is in a faultless state from the point of view of fire protection;
- c) reporting any identified threat on fire and safety of the workplace and its immediate surroundings to their superior;
- d) participating in the fire protection training.

4.2.6 GSA Appointed OHS personnel

The Head of Administration shall designate one or more staff members to carry out activities related to the protection and prevention of occupational risks for each Office. Designated staff members may not be placed at any disadvantage because of their activities related to the protection and prevention of occupational risks. Designated staff members shall be allowed adequate time to enable them to fulfil their obligations in the field of fire protection.

4.3 Fire protection general responsibilities

1. Each employee is responsible for fire protection.
2. Each manager, supervisor or member of staff shall:
 - a) be trained concerning fire protection regulations and comply with them, especially get acquainted with evacuation plans, fire regulations and fire alarm instructions, or other parts of the operational documentation;
 - b) act at work so that no fire occurs, in particular smoke and use open fire only in designated areas;
 - c) participate in education and training on fire protection including tests;
 - d) know deployment of fire extinguishers at the workplace and be able to ensure that after working hours the workplace is left in fire safe conditions;
 - e) report any safety or security danger, discrepancies or defects to the superior line manager or facility manager;
 - f) assist, if properly trained or skilled, in suppressing the dangerous situation;
 - g) take the following measures in case of a fire: promptly report the fire in the manner that is listed in the Fire Alarm guidelines included in attachment 11, rescue endangered persons, try to extinguish with available resources (portable fire extinguishers or fire hose), unless more effective fighting measures are possible. All measures shall be taken, unless they endanger safety of Employees themselves;
 - h) move to assembly point and wait for other instructions in case of evacuation;
 - i) store fire hazardous materials and flammable chemicals in accordance with applicable regulations and standards;
 - j) comply with safety and fire signs;
 - k) observe safety precautions when working with different technical equipment and machines in accordance with manufacturers' instructions and general fire regulations (electric cookers, electric kettles, copiers, faxes, PCs, machinery, etc.).
3. Each employee who witnessed fire occurrence or inoperability of fire installations at GSA premises shall report it immediately to the security guards.
4. While taking first safeguard measures and responding to the emergency in accordance to local site implementation procedure, the fire and safety system operator/supervisor shall inform the Site Health and Safety manager or his representative.

4.4 Classification of Activities according to Fire Danger

1. Fire protection is ensured according to the danger of fire of the performed activities. Activities will be divided according to the danger of fire into 3 categories:



- a) without increased fire danger;
 - b) with increased fire danger;
 - c) with high fire danger.
2. Site Managers shall make sure that the assessment of the classification related to activities is performed in accordance with local and national regulations.
3. Relevant documentation shall be created and stored by GSA Site Managers or their representatives.

4.5 Fire protection obligations

The following fire protection obligation and prevention principles are mandatory to every person entering GSA premises.

4.5.1 General fire protection duties

1. Each natural person entering GSA premises is obliged to behave in such a way so as not to cause either fire or endanger lives, health and property. When fighting a fire, everyone is obliged to provide adequate assistance as long as he/she does not endanger his/her own life.
2. Assuring the fire protection duties and immediate removal of discovered defects is an integral part of each controlling, economic and other basic activities.
3. On the premises used together by the GSA and other legal or natural persons performing activities, the owner of these premises has the responsibility for fulfilment of the fire protection duties, unless the contract specifies otherwise. GSA Site Manager shall clarify the responsibility of the persons involved.
4. When carrying out activities with the help of an external supplier, specification and observation of the fire protection conditions for each activity is done by the supplier, unless the contract between them specifies otherwise.

4.5.2 General prevention principles

1. Do not perform activities that may lead to a fire or explosion, if the entity does not have the competence required for the performance of such work by special regulation.
2. Do not place and store items in corridors that are part of the escape routes.
3. Ban open fires (e.g. candles on birthday cake or before Christmas) except for work carried out on the basis of a written work order issued pursuant to Form 5 (§ 1.2, Table 2) or according to other regulation.
4. Do not harm, abuse or otherwise prevent the use of fire extinguishers and fire safety equipment.



5. Observe a strict “obstacle-free access” policy to electrical distribution equipment, electricity, water, emergency exits or fire extinguishers. Do not leave incorrectly or improperly stored material or work tools.
6. Do not use open fire or smoke where it is forbidden.
7. Never burn grass and vegetation or flammable substances in open areas close to building without approved measures to prevent the occurrence and spread of fire.
8. Ensure proper handling and storage of flammable substances and preparations.
9. Always store sorbents with flammable liquids and rags soaked with flammable liquids outdoors in an identified and marked open container until it dries.
10. It is allowed to smoke only in designated areas and use the appropriate combustible waste disposal, extinguishing there cigarettes/cigars or pipes. Appropriate smoke and ash waste disposal must be placed for each smoking area.
11. Operations generating heat and heat appliances:
 - a. Thermal heat or any electrical devices shall be authorised by GSA logistic manager at GSA HQ or by Site Managers or their delegated fire personnel in other GSA temporary or permanent premises. Each used thermal and thermal electrical appliance must be registered, regularly reviewed and revised. Private thermal equipment or devices are strictly prohibited in GSA premises.
12. The behaviour of staff in the event of fire:
 - a. In case of fire at workplaces post holders must follow the requirements of the applicable documentation of Fire Protection (according to fire alarm guidelines, fire evacuation plan when required, and according to other documents). Familiarization with fire protection (documentation and reaction) is the subject to the training of employees and management.
13. Valid documentation must be made accessible in the working area in English and host country language(s) due to the presence of local contractors.

4.6 Employee Training and Awareness in the Field of Fire Protection

1. Knowledge and awareness in the field of fire protection, corresponding to the fire danger, is the basic qualification for carrying out any activity. Knowledge is updated by training or expert education.
2. Familiarization shall take place after the employee joins the Agency or is appointed in his/her position and every time a change in procedures, reaction means, or facilities occurs, which shall be disclosed to employees.
3. Staff and managers have the obligation to attend a fire familiarization at least every 2 years, even in the case that no changes have occurred. The training may be combined with the occupational health and safety training. The training documentation and the record of attendance shall be stored by the HR Department of GSA.



4. The fire protection training including the determination of its extent and content shall be conducted by a designated skilled and conversant person. Internal training shall be conducted in accordance with EU procedures as a minimum standard or in accordance with local regulations extending the safety precautions in more details. (In HQ in Prague it is fire preventive technician authorized according to §11 of Act 133/1985, as amended,, in the field of fire protection at the relevant workplace). In other member states GSA designated fire prevention personnel must initiate contraction of authorized and competent contractors to achieve compliance with local regulations and communication and submission of mandatory documents to local firefighting units.
5. Floor wardens must be trained every year. Training of safety guards is ensured by a competent tutor approved by GSA designated fire prevention personnel as set in Form 3 (§ 1.2, Table 2). In case of non-compliance, GSA might refuse the access to the premises to the concerned guard.

4.6.1 Training of other personnel and contractors

Long term visitors, including those who are coming to the GSA more than 4 days in a row, or with a contract longer than 3 months and expected to make 10 or more visits, as well as contractors conducting hazardous activity with open flame or in sensitive areas (server rooms) and any other employee of suppliers without permanent supervision, including receptionists, cleaning service and their supervising management, shall be trained as well by the facility team, the local security officer (LSO) or the competent line manager using Form 4 (§ 1.2, Table 2).

4.7 Fire protection inspections

1. Head of Administration shall appoint a staff member who is responsible for fire protection inspections and audit measures and coordination.
2. The checks of observance of the fire protection regulations shall be ensured by preventive fire protection inspections and by examining documents complying with the fulfilment of duties specified in the fire protection regulations.
3. Inspections shall be conducted at least once a year on premises where activities are carried out. However, each GSA staff or person involved in a similar work relationship with GSA's workplaces shall be assessed.
4. In case of change of risk related to fire change, inspections shall be conducted accordingly. Changes on the risk related to fire include change in working conditions, changes in facilities or any other change that have an impact on the fire risks' evaluation.
5. Each preventive fire protection inspection, irrespective of the person conducting it, shall be logged in the fire book and stored locally, a copy shall be sent to GSA appointed staff for OHS affairs.



4.8 Fire drill

1. The correctness and completeness of the Fire protection evacuation plan is verified at least once a year in the form of a fire drill evacuation.
2. The fire drill is carried out by the Site Managers and assessed by GSA appointed staff for OHS affairs.
3. If required, it can be conducted in coordination with the lessor (owner) of the premises.
4. Employees present on site at the time of the evacuation shall participate to the drill.
5. Coordination of the evacuation exercise shall be performed by Site Managers.
6. In order to perform a proper evaluation of the preparedness of employees and other evacuation and crisis management actors, employees should not be informed unless instructed otherwise for safety measures.
7. On request of a Health and Safety Manager or Executive Director, and only in order to assess Health and Safety Manager's crisis-managements performance, GSA Head of Administration can designate GSA appointed staff for OHS affairs to coordinate and make all proper arrangement to conduct this drill.

4.9 Floor wardens / Preventive Fire Patrols

4.9.1 Floor wardens general provision

1. When there are conducted operational activities involving increased fire danger at sites of GSA, Site Managers may designate floor wardens.
2. A copy of the list of designated floor wardens shall be sent to GSA appointed staff for OHS affairs and Human Resources Department.
3. Site Managers shall establish floor wardens/Preventive Fire Patrols within its system-based preventive measures to ensure the requested fire protection level in GSA HQ and other workplaces.
4. In addition to other relevant fire and safety training the following GSA staff and employees shall be provided at least with the floor warden training:
 - a) GSA Site Managers;
 - b) security control centres operators;
 - c) security guards;
 - d) any staff directly involved in fire and safety.
5. In case of a fire event, the floor warden carries out its duties in collaboration with the Evacuation manager according to Evacuation Plans. In a fire event, Evacuation manager may be changed or called off by GSA top management (Executive level, B-1 level).

4.9.2 The duties of floor wardens:

1. The duties of the floor wardens are laid down in:
 - a) this Policy;
 - b) the Fire Safety Rules of each workplace;
 - c) each written order which makes part of fire protection organization measures.
2. The relevant operating documentation should be followed in any environment with an explosion hazard.
3. Each fire preventive inspection is performed by staff who completed the floor wardens training.
4. The assignment of employees as floor wardens and their familiarization training shall be documented through signed attendance lists of professional training of floor wardens and the relevant declaration.
5. The fire safety requirements in any activities with increased fire hazard carried out on a supplier basis are specified and checked including establishment of floor wardens, if necessary, by Head of Administration or in collaboration with the relevant fire protection qualified person.

4.10 Reduced capabilities persons evacuation rules

1. Contact person of persons with reduced capabilities shall be responsible for such person evacuation up to the exit from the building. If there is not such an accompanying personnel, then floor warden should take this role.
2. Evacuation chairs shall be accessible in each building (protected escape route) of the building to evacuate disabled, unconscious or any person who is not able to leave the building through the stairs by his/her own means.
3. Other rules may differ from site to site so staff and other personnel shall follow local evacuation rules.

4.11 Organization of fire prevention outside working office hours

1. Outside working hours all the workplaces shall be secured by an external security company.
2. Fire detection systems and physical protection of the facility shall be monitored 24/7.

4.12 Welding and open flame activities

1. "Welding" means thermal joining, grooving, and thermal splitting of metal as well as non-metallic materials, if performed using open flame, electric arc, plasma, electrical resistance,



friction, alumino-thermic welding, as well as using electric soldering metals and petrol soldering blow lamps.

2. Welding in areas with fire or explosion risk resulting in a subsequent fire, including adjacent premises requiring special fire-safety measures, shall be done only after checking specific risks and setting the measures required at the intended place.
3. Special fire-safety measures are technical and organizational measures to ensure fire safety prior to commencement, in the course of and after completion of welding. They are stipulated with regard to the type of fire risk, i.e. explosion, the fire safety of the construction as well as the organization of fire protection system used in the welding workplace and in neighbouring areas.
4. Adjacent premises are areas situated above, under and next to the welding workplace which may be endangered by the occurrence or spreading of fire caused by activities performed in the welding workplace.
5. For welding requiring special fire safety measures, their securing shall be proved in writing by so called Welding Permit as set in Form 5 (§ 1.2, Table 2). Facility and Logistic team staff shall decide if welding requires special fire safety measures to be adopted and he/she may consult it with the authorized fire prevention technician.
6. The Welding Permit may be approved by the following persons only:
 - a) Respective managers with valid fire protection training;
 - b) Trained floor wardens (GSA staff, Preventive Fire Patrols);
 - c) Facility Managers.
7. Staff must be informed by the contractor if welding or open flame will be conducted and, if so, Facility and Logistic manager must authorise the welding. Welding authorisation shall be submitted to Guards office/Fire registration office and surveillance must be taken according to its scope.
8. Scope of the Welding Permit:
 - a) exact marking of the site, where welding works shall be conducted;
 - b) exact stipulation of the working task;
 - c) determination of technologies to be used;
 - d) explicit determination of welders with specification of documents certifying their professional qualification;
 - e) date and time to commence welding works;
 - f) date and time of termination of welding works;
 - g) detailed specification of fire-safety measures required;
 - h) determination of: the form of fire supervision, the number of persons, the specification of their duties and obligations, the specification of ways to provide information on their duties and obligations, the names of the persons determined



to exercise fire supervision while welding, in case of interruption of works, as well as after termination of welding, and recording it into relevant documentation;

- i) certification that persons supervising, and persons participating in, welding have been, prior to its commencement, informed about their duties and about fire safety measures. Such document shall include names of persons and their signatures;
 - j) determination of the type and quantities of fire-extinguishing means;
 - k) identification of other possibilities of fire extinguishing in the place (e.g. existence of fixed fire extinguishing systems, apparatus for technological fire extinguishing, presence of fire patrol having proper equipment);
 - l) name of the person which is to be informed on termination of welding;
 - m) place and conditions to store welding outfit over a period of interruption of welding, and in case that a welding workplace is to be handed over;
 - n) name, position, and signature of the person who has issued the permit;
 - o) date on which the permit was issued;
 - p) confirmation of each person's task fulfilment by his/her signature and indication of the relevant time and date of task completion. When activities are handed over or announced (e.g. fire supervision, announcement of termination of welding works), the person handing as well as taking over, or, if appropriate, the person informing as well as the person being informed about such activity, shall confirm it by their relevant signatures and enter the given time and date;
 - q) name, position and signature of the person who approved the permit.
9. If the particulars of the Welding Permit are included in another internal document (i.e. working procedure), it is not necessary to prepare a separate Welding Permit.
10. A template of the Welding Permit is stated in Form 5 (§ 1.2, Table 2).

5 Final provisions

1. This Policy on Fire protection rules can be amended by the Head of Administration after consultation of GSA Staff Committee.
2. This decision shall enter into force on the day following of its adoption.

End of Document