

RULES OF THE PASS SYSTEM FOR EXTERNAL CONTRACTORS AT THE LPB PORT FACILITY

GENERAL STIPULATIONS

1. Information provided in this document applies to the rules of the pass system:
 - PART I movement of assets, intended to safeguard the assets of contractors working at the LPB port facility and at sites managed by LPB against their illegal movement,
 - PART II movement of persons and motor vehicles at the LPB port facility.
2. Strict observance of these rules is obligatory for all contractors performing work at the port facility and at sites managed by LPB.
3. The Security Chief of LOTOS Ochrona Sp. z o.o. shall be responsible for ensuring proper control at exit gates, applicable both to outgoing transport documents and removed assets.
4. The area of the LPB port facility is covered by CCTV monitoring intended to ensure the security of people and property. The TMPTMS Administrator shall store the video recordings for a period no longer than 3 months from the date of recording. After this period, the recordings shall be destroyed (overwritten). In the event that the video recordings constitute evidence in a proceeding conducted under the law or TMS Administrator becomes aware that they may constitute evidence in the proceeding, the 3-month period is extended until the proceeding is legally concluded.

DEFINITIONS

- (a) **“LPB”** means LOTOS Petrobaltic S.A. or another member of the LOTOS Petrobaltic S.A. Capital Group.
- (b) **“Contractor”** means a person, a legal entity, or an organisational unit without a legal identity (1) that is a party to a contract with LPB or that performs services for LPB pursuant to an awarded contract (purchase order), namely a bilateral or a multilateral commitment or (2) with which LPB is in discussions for the purpose of entering into a contract or awarding a contract.
- (c) **“LPB port facility area”** means the area of the land base of LOTOS Petrobaltic S.A. or another company belonging to the LOTOS Petrobaltic S.A. Capital Group with its main seat at ul. Stary Dwór 9, 80-758 Gdańsk.
- (d) **Port Facility Security Officer (PFSO)** means a designated staff member of LOTOS Petrobaltic S.A.
- (e) **“Facilities managed by LPB”** means offshore platforms and vessels of the company belonging to LOTOS Petrobaltic S.A. Capital Group.
- (f) **“Security service”** means the employees of LOTOS Ochrona Sp. z o.o. who, under the contract with LOTOS Petrobaltic S.A., provide security services for persons and property at the LPB port facility.
- (g) **“Technical Means of Protection (TMP)”** means alarm and monitoring systems and devices. The TMPTMP Administrator is a designated employee of LOTOS Petrobaltic S.A.
- (h) **“Access Control System (ACS)”** means an electronic system recording entry / exit into / from the LPB port facility area.
- (i) **“ACS CARD”** means an electronic personal pass authorising entry / exit to / from the LPB port facility area.
- (j) **“Transport (Movement)”** means the entry / entry or removal / removal of an asset owned by a contractor to / from the LPB port facility area. Assets can be transported 24 hours a day.
- (k) **“OM Pass”** means a material pass according to the template comprising Annex 1 to this document.

- (l) **“Hazardous items”** mean weapons (of any kind), explosives or other hazardous devices, objects, or substances, the controlled and / or uncontrolled use and/or unauthorized use of which may violate personal property and/or endanger the life, health or liberty of persons working and present at the LPB port facility area.

PART I
RULES OF THE PASS SYSTEM FOR THE MOVEMENT OF ASSETS
AT THE LPB PORT FACILITY AREA

DOCUMENTS AUTHORISING FOR THE TRANSPORT OF ASSETS AND WASTE

1. The OM Pass authorises the movement of assets owned by contractors to / from the LPB port facility site.
2. Assets should be understood as:
 - a) when entering LPB port facility site:
 - materials, power tools, measuring devices, IT equipment, furniture, office supplies, machinery, containers, etc.,
brought in for execution of works - specified in a purchase order or in a contract (to build in, install, maintain, secure, take measurements),
 - b) when leaving LPB port facility site:
 - materials, power tools, measuring devices, IT equipment, furniture, office supplies, machinery, containers, etc., not used in full
brought in to execute works specified in a purchase order or a contract
 - waste.
3. The OM Pass:
 - is issued by the contractor according based on a contract / purchase order with LPB (in the space “pass issue basis” the contract / purchase order number should be written) in 1 copy (original copy) intended for the contractor, according to the template comprising Annex 1 to this document. Template forms of the OM Pass are also available at the guardhouse.
 - must clearly specify the asset (including features characterising the asset in its contents) and have the transport (movement) confirmed by a security officer,
 - with a hologram assigned in accordance to item 4 below, on the basis of which the asset was brought in / brought out, is the basis for the removal / removal of such assets from the LPB port facility area.
4. The OM Passes are verified upon entry / exit by a security officer, who, with his signature, confirms the conformity of OM pass records with the actual state, and marks the document with a hologram containing a unique number.

An example hologram for assets and waste of contractors:



5. Since the hologram-marked document is both an entry and an exit document, it should be kept with special care in order to be able to enable introduction / removal of assets from the LPB port facility area. The OM Pass shall not be left at the gate when entering / bringing in assets.
6. In the event of loss of the OM Pass, a declaration regarding the loss of the original document marked with a hologram should be prepared and accompanied by a completed new document (duplicate) - the OM

Pass for the brought in / removed assets should be attached. The declaration and the form once verified and its justification is confirmed by LPB contract supervisor (in the case of OM Pass, based on evidence presented by the contractor confirming the ownership of assets, e.g., purchase invoice), comprises a material pass.

7. Assets / materials withheld during removal by the security personnel due to the lack of a document authorising the transport (movement) shall be deposited at a safe location supervised by the QHSE LPB Security Office until the ownership is documented by the person removing such items.
8. Introduction of materials to be collected by LPB to the LPB port facility area (e.g. materials purchased, subjected to a complaint, returned, etc.) shall be carried out on the basis of supplier's documents, containing data such as: supplier, recipient, issue date, name, type and quantity, supplier identification data. Delivery proof may include:
 - WZ (a document confirming external release of materials),
 - delivery note,
 - loading specification,
 - invoice/receipt,
 - delivery note, etc.

In the case of delivery, the transport provider / driver transporting the material of the contractor to the LPB port facility area (not applicable to courier companies) shall submit the aforementioned supplier's documents to the security officer at the entry gate and present the vehicle for inspection (inspection consists of comparing the entry document with the actual state). In the event of a discrepancy between the actual state and the document - the security officer shall block the entry. Admission to the LPB port facility site shall be possible only after clarification of the discrepancy.

9. If multiple assets are transported, the entries for which do not fit on the OM Pass form, an annex prepared in a form comprising Annex 3 to this document should be attached to the pass and the number and the date of the annex listing the transported assets should be entered into the OM Pass form. Once the conformity of the OM Pass and of the annex is verified by the security officer, the appropriate holograms are applied to the aforementioned documents.
10. A contractor which has entered into a contract with LPB, on the basis of which he will bring in / bring in and take out / take out from / to the LPB port facility equipment and materials required to perform the work shall immediately provide to the Shift Commander of the security service a list of persons authorized to approve OM Passes for the movement of assets belonging to the contractor, together with specimens of their signatures and stamps, drawn up on the form comprising Annex 2 hereto and approved by the contract supervisor on behalf of LPB.
11. If the contract comprising the basis for OM Passes being issued covers the subsequent calendar year, the contractor shall provide the shift Commander of the security service with a current authorisation valid during the given year (as in item 9 above) until 15 January of the year for which it will be in effect.

REMOVAL, MOVEMENT OF CONTRACTOR'S ASSETS AND WASTE

1. Total removal of assets: if all assets previously introduced onto the LPB port facility area are removed, the contractor shall mark the items and indicate the date of total removal on the original copy of the OM Pass (with a hologram), which is then confirmed by a security officer. In the case of removal of investment materials, such information should be confirmed by an LPB staff member authorised to approve the removal of investment materials remaining after the execution of works by the contractor from the LPB area, indicated in the list of authorised persons. The OM Pass shall become invalid after the total removal.
2. Partial removal of assets: if some assets previously introduced onto the LPB port facility area are removed, the contractor shall provide the security officer with the original copy of the OM Pass (with a hologram), according to which the given asset was introduced. The security officer crosses out the given asset on page 1, or, if part of the asset remains at the LPB port facility area, fills in on page 2 of the OM Pass the details of the asset removed from the LPB port facility. If the partial removal of the assets involves

investment materials, the information regarding the reduction of the quantity of the removed material in relation to the introduced material must be confirmed on page 2 by the LPB employee supervising the contractor's work, authorised to approve the removal of investment materials remaining after the work is completed from the LPB port facility area by the contractor, indicated on the list of authorised persons. The security officer verifies the accuracy and confirms the entries on the OM Pass with a signature.

The OM Pass shall be valid until all assets to which it relates are removed (which is equivalent to the removal). Such a pass is then passed to the security service employee, who hands the pass over to the shift Commander of the security service for archiving purposes.

3. The removal of the contractor's waste requires confirmation on the OM Pass by the LPB person supervising the contractor's work. The weight (in mg or kg) of the removed waste should be indicated in the OM Pass.

4. Relocation of contractor's assets in emergency situations:

In the event of the need to perform a short-term order, maintenance service or carry out emergency response activities at the LPB port facility / offshore platforms / vessels for the benefit of LPB, it is permitted to bring / bring into the LPB port facility the contractor's assets without the need to prepare a List of persons authorised to approve OM passes- under the condition that the shift Commander of the security service receives information from the party ordering the services / LPB Dispatcher, which indicates: the name of the contractor, the representative of the contractor who shall approve the OM Passes of the contractor and the date when the work will begin.

The assets should be removed within 24 hours after they are brought in, and in situations where it takes more than 24 hours to rectify the failure, the removal / removal should be carried out immediately after the completion of the work - a note from the party ordering the services from LPB on the OM Pass confirming the date of completion of the work is required.

Example hologram for assets moved in emergency situations.



5. It is generally accepted that contractors performing work for LPB are authorised to store only such quantities of equipment and materials at the LPB port facility area, which are required to execute the current performance of purchase orders and contracts with LPB.
6. If assets are introduced onto the LPB port facility area, the security service employee at the entry / exit gate must be provided with the relevant documents authorising the removal of assets listed in the document and such items must be presented for a formal inspection of the document (i.e. verifying the correctness of its completion and confirmation by the authorised person) and of the removed assets. If the items conform with the documents, the security officer shall authorise the removal of the specified assets from the LPB area.
7. If any non-conformities of the removed (carried out) assets are found or in the case of doubts indicating that items other than listed in the documents are removed or if the staff member inspecting the items cannot verify the quantity of the removed assets (due to the way they are loaded), the security officer has the right to stop the vehicle for an inspection (commission check).

PART II
RULES OF THE PASS SYSTEM FOR THE MOVEMENT OF PERSONS
AND MOTOR VEHICLES AT THE LPB PORT FACILITY AREA

DESCRIPTION OF PROCEDURE, DOCUMENTS AUTHORISING ENTRY TO THE LPB PORT FACILITY AREA

1. The entry / exit of a motor vehicle to / from the LPB port facility area takes place based on:
 - a) an ACS Card,
 - b) an identity document of the user (with a photo) - passport during the check-in for sea / air transport to the platform,
 - c) a driving licence,
 - d) documents required by ADR regulations (in the case of vehicles transporting dangerous cargo).
 NOTE – the entry of motorcycles, mopeds, use of bicycles, scooters, monocycles, skateboards, segways to and at the LPB port facility area is prohibited.
2. Persons entering and present at the LPB port facility area are obliged to the following, under penalty of loss of their entry authorisation:
 - a) observe the internal regulations at the LPB port facility area, in particular OHS and fire safety regulations,
 - b) observe the instructions of the security personnel,
 - c) subject to an inspection carried out by the security personnel and persons designated by the CEO of LPB or the designated employees of the QHSE Safety Office.
 - d) present the ACS Card to the security officer without being summoned.
3. In the event of refusal to consent to inspection activities, the Shift Commander of the security service shall immediately inform the PFSO and prepare an official note regarding the incident.
4. On request of the security officer, a person entering/leaving the LPB port facility area is required to present his/her baggage for inspection. Refusal to present such belongings for an inspection shall result in an entry prohibition onto the LPB port facility area. If a person leaving the LPB port facility area refuses to present their belongings for an inspection, the security personnel shall revoke and collect the ACS Card (if issued) and notify the Dispatcher, PFSO and call the Police, and the person leaving the facility shall be obliged to await the arrival of the Police. In the case of foreign citizens, the Border Guard is called.
5. The following prohibitions are in effect at the LPB port facility area:
 - a) bringing in animals,
 - b) taking photographs and filming without permission of the PFSO,
 - c) bringing in dangerous objects.
6. There are 3 types of ACS Cards for contractors:
 - a) PERMANENT personal photo card,
 - b) TEMPORARY card,
 - c) VISITOR card.
7. The ACS Card:
 - a) is also used as identifying badges (to be worn on clothing, in a visible place),
 - b) is issued by the TMP Administrator after a confirmed health and safety training,
 - c) the PERMANENT card is issued for the period specified in the application for its issuance (the application is made by the LPB employee supervising the contractor's work), but for a maximum period of 12 months. After the expiration of this period, the LPB employee supervising the contractor's work applies for renewal of the card,
 - d) the card entitles the holder to stay at the LPB port facility area on working days, between 06:00 and 22:00 hours. The entry and/or stay at the facility at other times, including holidays, requires an approval of the manager of the organisational unit supervising works of the contractor,

- e) shall be detained by the security service in the case of identified violation of applicable regulations, in particular:
- attempting to bring/carry, bring in/carry out alcohol or other intoxicant to/from the LPB port facility,
 - attempting to bring in/carry out, bring in/carry in/carry out materials, equipment, tools, etc. without proper documents (invoice, WZ, material pass, proof of movement, tool pass, etc.),
 - attempting to bring hazardous items into the LPB port facility,
 - if a person entering/leaving or staying at the LPB port facility area is found to have consumed alcohol or other intoxicants or refuses to undergo an examination intended to verify such consumption,
 - detention of a person during an attempted or actual theft,
 - detention of a person disturbing public order,
 - detention of a person as a result of their gross violation of the rules guaranteeing safety of the working persons or a threat of destruction or loss of the protected property,
 - if it is found that the ACS Card was provided to another person,
- NOTE - in the cases listed above, the contractor's personnel may be prohibited from entering the LPB port facility area in accordance with the Tariff of offenses for employees of external companies performing work at LPB.
8. If the ACS Card is lost (lost, stolen), the holder shall be obliged to immediately notify the shift Commander of the security service (ext. 24 99 / 505 001 516) or the TMP Administrator/PFSO. The application for a duplicate of an ACS Card is issued on request of the LPB employee supervising works of the contractor.
 9. Before issuing a VISITOR card to a person entering the LPB facility for the first time, the security personnel shall be obliged to provide, with a written confirmation of receipt, the *Safety rules at the port facility of LPB S.A.* bulletin and the *Information clause* describing the rules for processing personal data in LPB.
 10. The movement of vehicles at the LPB port facility area shall be based on traffic regulations, with a speed limit of 20 km/h.
 11. Each person authorised to enter/exit the LPB port facility area shall be obliged to undergo the following inspections:
 - stop before the entry and hand the ACS Card over to the security officer, who is responsible for registering the event in the ACS (in justified cases, under the supervision of the security officer, personally register the event in the ACS),
 - at the request of the security service staff, leave the vehicle and present the vehicle interior for inspection (the passenger compartment, luggage compartment, the engine compartment), including opening the doors and the engine hood/trunk.
 12. A vehicle not presented for inspection may be refused entry/exit to/from the LPB port facility area.
 13. Only the driver may be present inside the vehicle when the vehicle crosses the gate line.
 14. The drivers of vehicles carrying goods, equipment, devices to the LPB facility for LPB or for contractors (warehouse, workshop, vessels) should have the appropriate delivery note. After the initial verification of the compliance of the data contained in the delivery note with the cargo on/on the vehicle, the security service shall direct the vehicle to the specified place of receipt of delivery.

Annex 1

.....
Address stamp of the company issuing the OM

OM MATERIAL PASS ¹

On Mr/Mrs/Ms
personal ACS Card no., employed at is permitted to:

A. movement of an asset:

- materials
- power tools, measuring devices, computer equipment, furniture, office supplies, machinery, containers

B. waste disposal

- oil derived waste (applicable to waste codes: 13 05 07, 13 02 08)
- other waste

No.	Name of asset / waste code (applies to A and B)	Unit of measurement	Quantity	In words	Packaging	
					Type	Quantity

Origin of the assets/waste

Basis for issuing the pass (contract/ purchase order number)

NOTE! This document, once verified by a staff member of LOTOS Ochrona Sp. z o.o. and marked with a hologram, is the basis for movement of assets to/from the LPB port facility area. This document should be stored with special care in order to allow the movement of assets to/from the LPB port facility area.

Notes of LOTOS Ochrona Sp. z o.o.:

Inspected by:

Gate no.

On20..... at

Guard
signature

.....
signature and stamp of the person authorised
to approve OM Passes

¹ Indicate and fill in the relevant fields. The document should be printed on both sides.

Partial/total movement

Name, quantity (in words) – to be filled in by the person transferring the assets	Notes of LOTOS Ochrona Sp. z o.o.:
	Inspected by: Gate no. On20..... at Guard <i>Signature</i>
	Inspected by: Gate no. On20..... at Guard <i>Signature</i>
	Inspected by: Gate no. On20..... at Guard <i>Signature</i>
	Inspected by: Gate no. On20..... at Guard <i>Signature</i>
	Inspected by: Gate no. On20..... at Guard <i>Signature</i>
	Inspected by: Gate no. On20..... at Guard <i>Signature</i>
	Inspected by: Gate no. On20..... at Guard <i>Signature</i>

Annex 2

.....
 (Address stamp of the applying company)

Shift Commander
LOTOS OCHRONA Sp. z o.o.

LIST OF PERSONS AUTHORISED TO APPROVE OM PASSES FOR THE YEAR

I hereby authorise the persons listed below to approve OM Material Passes for bringing in and removal of equipment and materials necessary for the performance of work under contract no. of

NOTE! Any change of the authorised persons must be accompanied by an up-to-date collective list of all authorised persons from the contractor's company.

Surname and name	Specimen signature	Specimen of the used stamp ¹

.....
 Contract confirmation by the LPB contract supervisor

.....
 Date, stamp and signature of the Director / CEO of the contractor's company

¹If the employee does not use a stamp, "no stamp" should be written and the specimen signature should be legible..

