

Organization Standard

No. **ON.1.050**

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Fire protection regulations

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1. Purpose

This organization standard is intended to ensure fire protection at ŠKODA AUTO (hereinafter referred to as 'the company'). Its aim is to define the obligations within the area of fire protection which apply to the company in keeping with valid legal regulations and key principles of fire protection. Act No.133/1985 Coll., section 6, subsection 1, letter a) on fire protection and ordinance No. 246/2001, section 30, on fire prevention, specify the principles of fire protection with respect to the risk of fire in all company buildings.

2. Scope of validity

This organization standard is valid within the company and defines procedures in all company departments as well as procedures which must be enforced in or applied to the conditions of a business partner.

3. Basic concepts/abbreviations

3.1 Abbreviations

FP	Fire protection
ITS	Internal technical standard
OU	Organization unit
SFB	ŠKODA Fire brigade
TQP	Technically qualified person
VWV	VW Versicherungsvermittlung GmbH

3.2 Basic concepts

Business partner	Natural or legal entity working in the company plant that is in a contractual relation with the company.
Chief of the action	Chief of the action taken by the Fire brigade has extended powers when performing safety actions and removing damage. They are entitled to, among other, issue a prohibition of or restriction on entrance to the location of the action, issue an order to evacuate persons or specify other temporary restrictions protecting the life, health, property and environment, chief of the action is also legally entitled to ask legal and natural entities for personal or material help. Natural and legal persons are obligated to grant the request for help in dealing with an extraordinary event.
Company premises	The term 'company premises' includes areas and buildings bounded by entrance gates, walls and security fences.
Fire prevention	Work group within the Skoda fire brigade

Fire prevention brigade	Fire prevention brigades are established in buildings where activities with elevated or high risk of fire are carried out. Fire prevention brigade is formed in the ratio 1+2 – to be specific by the FP technician or technically qualified person.
Fire prevention officer	The fire prevention officer carries out activities based on their technical training in keeping with the act on fire protection. Their main task is to perform preventative inspections of fire protection.
Fire protection	The purpose of fire protection is to create the conditions for effective protection of life and health of citizens and property against fire and for providing help during natural disasters and other extraordinary phenomena. FP is governed by the valid regulations of the Czech Republic, company documentation and the Group fire protection documentation.
Fire protection committee	Committee participating on safety inspections and supervising the planning, funding, realization of and adherence to safety measures and regulations in the company. Committee members <ul style="list-style-type: none">– General membership members: representatives of the SFB, areas E (EU, ECC, ECV), Z (ZO), V (VS, VL, VP, VK and VF), T (TE), P (PD and PS), VFK, VKV, INIS and OS KOVO; Committee meetings attended by general membership members are held quarterly.– Core members: SFB, ZO, VPB, EU, ECC a INIS. Committee negotiations attended by core members are held once per four to six weeks.
Fire protection planning	The 'Fire protection planning' work group within VPB
Fire protection technician	An employee who has god technical qualifications by paging a test at a committee formed by the ministry of interior. Their main activities is performing preventative inspections of fire protection and maintaining the fire protection documentation.
Fire station chief	Decides about the activities related to the performance of activities as a fire station chief based on the tasks and obligations specified by Act no. 133/1985 Coll. on fire protection, as amended, ordinance no. 246/2001 Coll. on fire prevention, and ordinance no. 247/2001 Coll., on the organization and activity of fire protection units
Group fire regulation	A benchmark of the minimum protection of the Volkswagen Group valid for all company plants. It involves personnel protection as well as the protection of property including eliminating or reducing the risk of operation shutdown. It includes the Fire protection matrix which creates the foundation for evaluating fire risk and minimal safety level.
Managing employee	Direct manager of the respective employee on the closest management level as per the organization structure in the functional scheme.
Owner	Manager of the OU that owns the building or technological facility.

Requesting party	OU manager who requests: <ul style="list-style-type: none"> - constructing a building; - reconstructing a building; - installing technology; - reconstructing technology.
Technically qualified person	Technically qualified persons are experts and expert institutes in the area of fire protection recorded in the list of experts and expert institutes maintained by regional courts, natural persons who have graduated from fire protection school programmes or university studies where then technical qualification in the area of fire protection was tested, or natural persons who passed the test of technical qualification at a committee assembled by the ministry. Technical qualified persons also include the members of the Fire protection brigade of the Czech Republic who perform tasks defined by the executive regulation to the act on the fire brigade.

4. Competencies

Activity	Responsibility
Fulfilling the obligations in the area of fire protection at the company as a legal person	Board of directors
Ensuring FP, crisis management and appropriate performance of measures to deepen FP in relation to state bodies	ZO managers as a company representative assigned by the statutory body of the company
Adhering to the fire protection principles in the company plant	Employee, business partner
Reporting a fire at the fire reporting office by calling 13000 (Mladá Boleslav), 52222 (Kvasiny) and 65444 (Vrchlabí), see the reverse side of the MFA card, or by dressing the fire signalization button at the location of the fire	
Regular attendance of and training in FP	
Observing the prohibition of smoking	
Fulfilling obligations in the area of fire protection in the individual workplaces	Managing employees
Ensuring employee training in FP	OU manager
Inspecting and adhering to the fire protection principles in the company plant	
Ensuring training of business partner employees	Business partner/requesting party
Obtaining fire protection means	Owner
Putting out fire	SFB
Safety actions during natural disasters and other extraordinary events	
Technical actions at traffic accidents and extracting persons	Fire prevention
FP inspection activities as planned and needed by the company	
FP induction training and FP training for managing employees	
Technical preparation of fire prevention brigades	
Company building fire protection concepts	PO planning
Determining the requirements of fire protection for constructing, reconstructing buildings and installing new technologies	
Planning and subsequently co-ordinating the implementation of the group fire regulation in the current buildings and technological facilities	

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Handing over the documentation upon building, reconstructing buildings and installing new technologies in order to evaluate the fire protection risk of the FP planning dept.	Requesting party
Fulfilling the requirements on FP planning upon constructing, reconstructing buildings and installing new technologies	
Handing over the fire protection principles in the company to business partners working in the company plant	NV
Managing the Fire protection committee	ZO/1, EU, INIS
Appointing the fire prevention officers	ZO/1
Appointing fire prevention brigades	
Appointing the chief of the action	
Appointing technically qualified persons	
Appointing representatives in the Fire protection committee	ZO, VPB, ECC, ECV, EU, VS, VL, VP, VK, VF, TE, PD, PS, VFK, VKV, INIS, OS KOVO managers
Informing the ZO manager of the FP situation, measures in the area of FP and the FP plan	Fire protection committee
Co-ordinating activities in the area of FP between the individual OUs including e.g. setting priorities and proposals of financing measures and defining FP plan	
Co-ordinating communication in the area of FP with the Group fire protection and VVV	

4.1 General tasks and obligations of employees, managing employees and business partners

Fulfilling the obligations in the area of fire protection at the individual workplaces is the responsibility of managing employees on all management levels and in the scope of their functions. The obligations are defined in sections 5,6 and 17 of the Act no.133/1985, as amended.

Employees are obligated to follow the instructions and orders of the managing employee and obligations defined in fire emergency guidelines, fire regulations, technological procedures, usage and maintenance manuals for ensuring fire prevention. To the best of their abilities they also take care of their safety, fire safety, their health and safety and health of other persons immediately involved in their actions.

The responsibility for ensuring fire protection cannot be forwarded from the manager to their employee or fire prevention officer, fire protection technician or a TQP.

4.2 Further obligations and tasks of the employees

- Preventing fire when using heat, electric, gas and other appliances, when storing and using heat or fire risk substances and manipulating with open fire.
- Ensure that technological discipline is observed.
- Respect the prohibition of smoking in all buildings and logistics zones apart from special designated areas.
- Make themselves familiar with the regulations applicable in the fire protection area.
- Follow fire protection rules at the workplace.
- Ensure that the workplace is unharmed after the working hours (appliances switched off, flammable liquids stored in accordance with the requirements of ČSN 65 02 01).
- Attend fire protection trainings as defined by legal regulations.
- Respect the prohibition of using private appliances (heat, gas, electric), use only appliances permitted by FP technicians or TQPs.
- Report immediately the occurrence of fire, regardless of whether any harm was done to the company, at the fire signalization office (by calling the number stated on the reverse side of the MFA card, i.e. 13000 for Mladá Boleslav and surroundings, 52222 for Kvasiny and 65444 for Vrchlabí, or by pressing the respective fire signalization button in the location).

4.3 Further obligations and tasks of managing employees

- Ensuring that FP regulations, technological and work procedures, in particular the prohibition of smoking outside designated areas, are adhered to in the areas managed by them.
- Making themselves familiar with fire and emergency regulations and present their content clearly to their employees.
- Making their employees familiar with the regulations valid in the FP area.
- Penalizing employees who grossly and repeatedly breach fire protection regulations according to the Company working regulations.
- Making sure that after the end of working hours, the workstations remain unharmed.
- Appointing fire brigade, if this is ordered by the FP technician or TQP.
- Within their competence, ensuring that all defects identified by the FP are removed.
- Report immediately any defects or loss of FP technical means to the FP employees.
- Report immediately any damage on the safety system to the FP employees.

4.4 Further obligations and tasks of OU managers

- Attending trainings of FP for OU managers and conduct trainings of FP for employees at the workstation. Within their competence, an OU manager may appoint their deputies who may conduct the FP training for the employees (after they have attended the FP training for managers).

4.5 Further obligations and tasks of the owners

- Ensuring, processing and conducting together with the fire prevention dept. the applicable documentation:
 - fire signalization guidelines,
 - fire regulations and list of fire brigades,
 - evacuation plans,
 - gas, electricity and fire hydrant inspections,
 - inspections and checks of selected technical and fire protection facilities,
 - occupancy permit decisions for buildings and activities;
 - records of trainings, etc.
- For the buildings administrated by them, ensuring that the fire protection documentation or fire-fighting documentation, is processed and maintained up-to-date in accordance with the legal requirements and methodology of the Czech Fire brigade head office.
- Take responsibility for equipping the workplace with technical means of FP and fire protection device (mobile extinguishers, fire hydrants and hydrant systems, stable extinguishing facility, electric fire signalling, fire seals in fire isolating constructions, heat outlet safety device, fire flaps in the air ventilation system and wall closures in fire isolating constructions), maintaining the fire signalization system in usable status as per applicable documentation.
- Ensuring permanent access to technical means of FP and electricity distribution boxes, ensuring that exits are free and clear at all times in accordance with the requirements of Czech technical guidelines and legal regulations.
- Realize measures defined in the 'Preventative inspection protocol' and measures defined following the fire inspections (e.g. inspections by the applicable state bodies, insurance companies).

4.6 Further obligations and tasks of the SFB

- Extinguishing fires.
- Rescue operations during natural disasters and other extraordinary events.
- Technical operations in traffic accidents and extracting persons.
- Technically securing underground work and work in heights.
- Technical help with collecting fire water.
- Technological support with ensuring smooth running of the production.
- Immediate action and measures during ecological disasters.
- Giving permission to fire-risky activities in the Vrchlabí, Kvasiny, Mladá Boleslav plants – I the case that the person appointed to give permissions to fire-risky operations.
- Technical assistance with particularly fire-risky activities.
- Participating on handovers of construction and technological units – plants in Vrchlabí and Kvasiny.
- Check, replace and supply mobile fire extinguishers.

- Make analyses of fire causes – chief officers of the SFB in the Vrchlabí and Kvasiny plant (perform the function of FP technicians or TQP).
- Define preventative measures upon extraordinary events.
- Check and maintain the fire water pumping station.
- Ensure permanent supervision over fire signalization and stable fire extinguishing devices in the company's buildings and assess their status.
- Safety measurements of harmful substances, dangerous gases and temperatures.
- Technical assistance service.
- Managing employee training and its recording – chief commanders of the SFB in Vrchlabí and Kvasiny (perform the functions of FP technicians or TQPs)
- Inspection and consulting body for the owners of buildings and OU managers in the Vrchlabí and Kvasiny plant.
- Inspection activity of FP as per the inspection plan and company needs; defining preventative measures – in the Vrchlabí and Kvasiny plant (prevention officers, FP technicians or TQP).
- FP induction training (organized by ZB, the training is conducted by the FP technician or TQP) and FP training for managing employees (organized by ZA, the training is conducted by the chief commanders of the fire station) – in the Vrchlabí and Kvasiny plants.

4.7 Further obligations and tasks of the Fire prevention

- Revision and consulting body for the owners and OU managers.
- Classified into categories of operations as per the act on FP.
- FP inspection activities as per the inspection plan and company needs; defining preventative measures.
- FP induction training (organized by ZB, the training is performed by FP technician or TQP) and FP training for managing employees (organized by ZA, the training is performed by PO technician or TQP).
- Keeping record of the employee FP training at the workplace – copy of attendance sheets.
- Technical preparation of fire prevention brigades.
- Processes the required documentation of FP activities and fulfils other tasks in the area of FP in accordance with the valid legal regulations in the area of FP (e.g. Fire regulations, fire evacuation plans, fire signalization guidelines, thematic plans of the training and technical preparation).
- Participation on handovers of construction and safety units.
- Participation on handovers of fire safety devices.
- Giving permission to fire-risky activities.
- Makes analyses of fire causes.
- Welding operator training at the welding school (organized by ZA).
- Keeping a record of regular inspections of operational fitness of fire safety devices, extinguishers, fire hydrants and hydrant systems.

4.8 Further obligations and tasks of FP planning

- The concepts of fire safety of company's buildings.
- Requirements on the technical equipment with fire extinguishing means and fire safety device, all in keeping with new constructions, technologies and their changes.
- Company requirements in the area of fire protection in externally assigned project work.
- Technical assignments of fire technology and FP means as per the request of the departments.
- Technical evaluation of supplier offers.
- Methodical support to other departments in the area of FP, see the FP pages on the ZO portal – training materials, technical information).

5. Procedure

5.1 Prohibition of smoking

In the company area the rules of FP including the prohibition of smoking applies in buildings and logistics zones (apart from designated areas).

5.2 Fire protection training

5.2.1 Technical preparation of SFB employees

SFB employees are obligated to participate on basic technical preparation and technical preparation in the scope as defined by the technical preparation plan compiled for the training terms of the calendar year.

Technical preparation is managed, organizes and evaluated by the SFB co-ordinator. Technical preparation consists of theoretical preparation, practical training and physical preparation. Technical and physical training include fire sport and participation in fire sport contests.

5.2.2 Technical preparation of the workplace fire brigade

Technical preparation of company employees classified in the fire prevention brigades is done once per year and technical preparation is performed by TQP or FP technician.

Technical preparation includes a theoretical and practical part and is performed according to a thematic plan and time schedule of technical preparation.

5.2.3 Employee training in FP

Employee training in fire protection ensures that the employees become familiar with:

- a) organizing and ensuring fire protection and basic obligations ensuing from the fire protection regulations;
- b) risk of fire at the employee's workstation
- c) the fire regulations, fire signalization guidelines, possibly the fire evacuation plan and other documentation containing defining the conditions of fire protection upon activities performed at the workplace;
- d) special requirements on the operation and service of installed technical device in the case of fire;
- e) ensuring FP in the period of reduced operation and outsider working hours;
- f) the location of and the manner of use of FP material means at the workplace;
- g) function, possibly the manner for servicing, the fire protection devices at the workplace.

Types of training:

- a) New employee induction training that consists of two sections:
 - general – organized by ZB dept., performed by the TQP or FP technician;
 - getting a new employee familiar with fire regulations on the workplace – organized and performed by the workplace manager.
- b) Regular training for company employees, conducted every two years. FP training is organized and conducted by the workstation manager. Copy of the attendance sheet is sent to the Fire prevention dept.
- c) Fire protection training for OU managers conducted immediately after they start performing their working duties, repeated every three years based on the request from ZA, conducted by TQP or FP technician.
- d) Fire protection training for business partner's employees, conducted by the employee of the business partner in question, scope of the training is defined by the TQP or FP technician.

5.3 FP preventative measures

The FP committee implements fire protection measures, is a partner to the FP and SFB departments.

Informs statute representatives about the FP strategy and accepted measures.

The main principles are stated in the 'List of measures for ensuring FP' (ZO portal) and in the 'Ten rules of fire protection'.

It is ensured on two levels:

- by the fire prevention dept. (technically authorized persons, FP technicians, fire prevention workers)
- within VPB8/8 Fire protection planning (TQP).

5.4 Fire brigade actions

Actions of the fire protection unit are carried out by:

- the SFB (main plant Mladá Boleslav, T, P, Z, N, E depts. in Mladá Boleslav and production plants in Kvasiny, Vrchlabí);
- voluntary fire brigade (Vrchlabí);
- voluntary fire brigade (Kvasiny);
- fire prevention brigades established permanently at workplaces with elevated risk of fire;
- fire prevention brigades established for the duration of activities with elevated risk of fire.

The SFB employees are managed by their commanders and in an action, by the chief of the action.

Internal organization and technical development of the SFB are defined by the Czech Republic Fire brigade regulations with respect to the performed activities and internal regulations of the ZO dept.

5.5 Working with open fire

Working with open fire includes:

- ox welding or arc-welding;
- oxygen lancing and acetylene welding;
- plasma cutting and welding;
- laser welding;
- soldering and flame priming;
- heating furnaces;
- cutting with disks emitting sparks;
- grinding.

The above stated activities are classified based on their purpose and locations where they are performed:

- a) Technological activities, which are performed in body shops, welding boxes or other clearly designated workplaces within the production process. These activities may only be performed in buildings that meet the fire-protection requirements and may only be performed by persons authorized for it, e.g. owners of the applicable welding certificate applicable.
- b) Service activities performed in other workplaces. These include mainly various repairs and maintenance of technical facilities, plumbing, etc. These activities may only be performed with the approval of the manager and permission from the SFB. They may be performed by persons authorized for it, e.g. owners of the applicable welding certificate applicable.

5.5.1 Procedure of granting permission to activities with high risk of fire

The procedure for granting permission to welding operations is to be defined by the SFB employees.

Before the operation is carried out, the respective workplace must be thoroughly checked by a fire brigade member or a fire protection technician/technically qualified person, and the 'Permission of welding operations at workplaces with elevated risk of fire' (reg.no. 5078/1) must be compiled by a fire brigade member, fire protection technician or technically qualified person.

Adherence to the specified conditions is reviewed by the ŠKODA fire brigade 'Revision sheet for welding operations in locations with elevated risk of fire' (see the form reg.no. 5079). If security measures are not followed, the operations must stop immediately.

6. Related documentation

6.1 Laws

Act of the Czechoslovak National Committee no. 133/1985 Sb., on fire protection, as amended
Act no. 239/2000 Sb., on integrated emergency system, as amended.

Ordinance no. 23/2008 Sb., on the technical conditions of fire protection of buildings, as amended.

Ordinance no. 87/2000 Sb., fire protection of welding and heating bitumens in melting containers.

Ordinance no. 246/2001 Sb., on defining fire protection conditions and performing state fire protection supervision, as amended.

Ordinance no. 247/2001 Sb., on the organization and operations of fire protection units, as amended.

Government regulation no. 11/2002 Sb., defining the design and placement of safety signs and establishing signals.

- 6.2 Group documentation**
ORL 407 - Group fire protection regulation
- 6.3 Company documentation**
[334/7 Inspecting gas appliances](#)
[334/8 Inspecting stable pressure vessels](#)
[ON.1.040 Emergency situation](#)
[ON.1.043 Inspecting electrical appliances](#)
[PP.1.151 Fire protection assurance](#)
ITS 2.11 Fire protection and fire safety of buildings
Internal technical standards
Fire regulations, fire and emergency standards, lists of fire prevention brigades applicable to the workstation, fire logs, fire evacuation plans
- 7. Records**
Form: Permission of welding operations at workplaces with elevated risk of fire, reg.no. 5078
Form: Revision sheet for welding operations in locations with elevated risk of fire, reg.no. 5079
Form: Request for stopping and putting into operation fire protection devices, reg.no. 1481
Form: Record of employee training on fire protection
- 8. Supplements**
N/A

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