



Special HSE regulations for MOL HU Service Stations

valid together with the contractual annex entitled

" Basic HSE requirements on MOL Group sites and premises of MOL member companies"

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1 Rules for handing over and taking over the work area at the service station

Handover and takeover of the work area may apply to the entire service station, e.g., for the entire area or a specific part of it, but in any case, only the area that can be completely separated from normal operation can be handed over.

In case of the following construction activities or work processes at MOL's services stations, only the handover-handover process of the work area is possible:

- Green or brown field investment (construction of a new service station, conversion of an existing service station (be it shop conversion, external area conversion and/or fuel technology system conversion).
- Fuel and LPG technology during periodical and renovation works (structural inspection, tank certification, tank cleaning, fuel technological renovation and conversion works).
- Critical lifting operation.
- Shop building reconstruction.
- Construction/reconstruction of new or existing services (equipment replacement) (e.g., manual or machine washing, gas tank installation).
- In the case of building a soil and groundwater remediation system, but only if excavation/shoring is also carried out.

After handing over of the work area, if other services of the service station are operating in addition to the contractor's activity, daily coordination is required between the manager or representative of the service station and the construction manager/work supervisor of the main contractor, the fact of which is recorded on at least one work permit issued for the given day.



In case, e.g., two different construction activities (shop reconstruction and fuel technology) start at the service station at the same time, then it must be determined in advance which contractor will be the "main contractor", who

- takes over the work area.
- coordinates and synchronizes the various work processes during the projects with the participation of other contractors.
- approves entry into the work area, checks the existence and use of personal protective equipment and clothing required for being present there and working there.
- issues work permits to all entrepreneurs.

It is possible to share the work area between two contractors, subject to the following rules

- the division of the work area is done in writing according to the form "Work area sharing protocol - for the work area handed over by MOL" (point 9 of this HSE annex).
- the work area, the activity, and the time interval limit are designated.
- responsibilities are clearly defined.
- in this case, the rules for issuing a work permit must be recorded in writing.

At the service station, the customer or designated representative of MOL Plc. (Retail, Petroleum Gas Business, Security, HSE) and the operator of service station (called: Partner) or their representative participate in the handover and acceptance procedure of the work area between MOL and the contractor.

2 Ensuring the safety of the work area at services stations

In case of low and medium HSE risk works, MOL Plc. Network Development can decide, in consultation with the HSE organization, whether to carry out the ensuring the safety of the work area procedure to carry out the works.

In the following cases, the ensuring the safety of the work area procedure must be carried out:

- Smaller volume during service or capacity expansion in the shop (e.g., replacement of a cold room), which requires the demarcation of a part of the shop (except for maintenance activities carried out in non-hazardous work areas).
- Construction of hazardous and non-hazardous waste storage, which is not part of the shop reconstruction project.
- Storage container installation, if it involves the preparation of a concrete base, which is not part of a shop reconstruction project.
- Installation of wastewater tank, sludge and oil catchment equipment.
- Road construction, road surface renovation.
- Installation of an electric charger.
- Installation of a new PB storage if it involves other work (concreting).
- In case of building a soil and groundwater remediation system, but only if there is no excavation/shoring during the works.

At the service station, the ensuring the safety of the work area procedure between MOL and the contractor is attended by the customer or designated representative of MOL Plc. (Retail, LPG Gas Industry, Security, HSE), as well as the Partner or his/her agent.



3 Regulations related to fuel technological works

From HSE point of view, the fuel technology works involving tank cleaning or dome shaft opening are high-risk at the service station, when a high concentration of escaping hydrocarbons must be expected in the service area.

Of course, the increased hydrocarbon concentration does not have to be considered during the entire work, only during certain work processes (opening of the dome shaft, forced ventilation, displacement of the hydrocarbon vapor space during filling with water), so in these cases new rules have been introduced:

- In the case of tank cleaning, the tanks must be filled with water first, in the case of petrol tanks or tanks considered empty (not previously filled with water), as well as those tank compartments where it cannot be ruled out that the gun gas return has been connected, forced ventilation is not allowed in such cases.
- Parallel work is not allowed until the filling of the tank compartments with water is completed, this means that no other work is allowed in the service station area (neither in the building nor in parts of the service station outside the building).
- Under the aforementioned ban on parallel work, the shop part of the service station and the entire area of the service station cannot receive customers, suppliers, etc.
- During filling with water, the contractor must continuously check the concentration of hydrocarbons coming out of the shaft with the available air space measurement devices. The measurement must first be carried out 5 meters from the shaft, then 3 or 1 meter, depending on the hydrocarbon concentration. If, based on the measured results, hydrocarbon-enriched air is trapped in the shaft and/or in the immediate vicinity of the shaft, the safe extraction of the hydrocarbon must be solved by using a properly designed extraction fan from the shaft. During extraction, care must be taken to ensure that the free path of the extracted air is ensured (vehicles, buildings and other landmarks should not be within 5-7 meters). Filling with water can be continued during ventilation.
- Ignition sources must be excluded within 15 meters, if possible, if complete exclusion cannot be ensured, additional measures are required, such as continuous gas concentration measurement, use of a tarp on the fence (at the border of the work area on the upper side of the road).
- In case of a gas oil tank compartment, after measuring the control gas concentration, filling with water is not necessary in the case of an ARH measurement result of no more than 5 %.
- Within the fenced work area, until the end of the above work, vehicles must be placed in such a way that they do not obstruct natural air movement.
- The hydrocarbon content that floats to the surface of the water in tanks filled with water must be pumped down with a suitably designed, low-power pump and treated as hazardous waste.
- Contaminated water from the tanks must be piped through a filter (e.g., Barczy filter) into the oil separator equipment (taking into account the capacity of the oil separator).
- All workers must wear a suitable personal gas detector on their clothing (suitable for the purpose (at least CH, O₂, RB certified for the given zone), well maintained, calibrated, bump-tested at specified intervals - all of which must be proven on site).

Summing up the above, this means that if these - usually - petrol tank compartments are not filled with water, the shop, and the other services of the point of sale (washing machines, PB bottle service, electric charger, etc.) are closed, so not available for customers, which can usually last 1.5-2 days, however, in the absence of the appropriate amount of water, even longer.



During the possible delivery of goods (monthly, Pb bottles), the Partner or representative of the service station must consult with the relevant driver and the contractor's work supervisor about when s/he can start her/his activities (unloading goods), it may be necessary to wait 20-30 minutes during this period. If they know in advance when the goods will arrive and can pick them up later, then the delivery must be rescheduled for the day after filling with water.

If the work carried out with a high HSE risk has been completed, the danger has been removed and normal work can be continued both in construction and in the life of the service station, then the contractor's local manager gives permission for the service station to open to customers. The fact of this must be noted on the back of the work permit with the hour and minute mark and must be signed (by the contractor's work supervisor and the representative of the point of sale).

In the event that a work process involving the outflow of hydrocarbons is expected at the service station, written information (form letter) must be given to the neighbouring land user, the information is the responsibility of MOL Plc. or its representative, but if the circumstances that affect the neighbouring property change during work, then the contractor must provide information to MOL as soon as possible so that MOL Plc. or its representative can forward the information to the neighbour.

4 High HSE risk lifting operations

For all lifting operations in the MOL territory, the operator of the lifting machine may only use a lifting machine and load handling device that has:

- an occupational health and safety compliance certificate,
- a commissioning order (issued by the operator),
- can be installed for lifting machines, with installation instructions (plan),
- an operating instruction in Hungarian language,
- a load-capacity diagram,
- a crane manual (operating document for machine-driven forklifts) (maintained regularly),
- a lifting machine logbook (regularly driven),
- documented periodical reviews:
- shift inspection (documented by the operator in the lifting machine log),
- a documented structural examination,
- a documented main examination,
- a periodic occupational health and safety technical and safety review (if relevant) with verifying test reports and its validity at least until the date of completion of the contracted work,
- a technically adequate report certifying regular technical maintenance,
- a valid traffic permits.

The operator of the lifting machine must be able to present the above documents upon request.

With the management and control of the above-mentioned equipment and tools, and the tying of the loads to be lifted, the operator may only employ persons authorized in writing and with state-recognized professional qualifications for the handling of the lifting machine (elevating machine operator, lifting controller and load strapping) in accordance with the relevant regulations, whose task, among other things, is the lifting operation stop immediately if safety is compromised, if instructions are unclear, or if communication is interrupted.

Before starting the lifting work, the on-site manager must fill out the crane LMRA with the involvement of the workers involved in the lifting activity.



At service stations, in the following cases where a lifting plan is required, are considered as critical lifting from the HSE point of view:

- works in an area where the conditions for the safe operation of lifting machines operating within each other's range must be planned,
- lifting is done with several cranes (joint lifting),
- lifting takes place in the vicinity of public areas (roads with public traffic, railway tracks),
- the lifting machine is installed or operated near the areas affected by the range of inhabited buildings (in this case, the regulations of the owner, operator, operator of the facility must also be taken into account),
- for lifting operations where people are lifted (here, the provisions of the MSZ-04-93-1990 /D 86/ Construction Sector standard and the provisions of Decree 47/1999 (VIII. 4) must be strictly observed), covering the entire work process must be the plan (This section does not cover the range of personal lifts that are specifically designed for this purpose),
- the weight of the load to be lifted exceeds 65% of the nominal load capacity range of the lifting machine (load capacity range for boom extension), or
- the weight of the load to be lifted exceeds 50% of the nominal load capacity range of the lifting machine (load capacity range for boom extension) and a possible failure may endanger the existing facilities,
- a lifting beam or column is used for the specific lifting,
- the load is more than 15 tons and is lifted over non-operating technological facilities,
- the load is more than 1 ton and is lifted above or close to technological operating facilities,
- people work in the immediate vicinity of or under a suspended load weighing more than 1 ton and must carry out assembly activities (fixing, welding),
- lifting activities near high- and low-voltage overhead electric lines.

At retail service stations, we are definitely talking about safety critical lifting in the following cases:

- lifting a fuel tank or other tank with a capacity of over 25 m³.
- crane the totem pole, if the final height of the totem is over 10 m.
- hoisting up and down the shop building (e.g., air conditioning equipment) when lifting a load of over 250 kg.
- personnel are lifted.
- container lifting, crane, if there is no other option and it must be lifted above the shop building or other installed technology/service (e.g.: LPG, PB cage).



5 Energy isolation

According to point 3 of the life protection rules applied in the MOL Group, "Isolate hazardous substances and energies, make sure that the conditions for safe work are in place!"

Isolation physically separates and protects workers from the hazards of various energy sources in the work area. These dangerous sources of energy are typically electricity, devices under pressure and voltage, as well as toxic substances and ignition sources.

In the case of technological equipment under pressure, it is necessary to disconnect or exclude it from the system. The cut-off also provides protection against the outflow of dangerous substances, e.g.: the outflow of the substance is prevented by the proper positioning of the shut-off fittings.

That is why we use safety signs and safety fittings and devices in our systems (e.g., isolation devices / emergency stop valves, padlocks, safety valves, fire and gas detection systems, alarms, etc.) that prevent fatal or serious accidents.

It is forbidden to carry out highly dangerous activities involving a fire hazard or requiring an ignition source without preventive fire protection measures and a work permit.

In case of such work, sources of ignition and flammable materials must be separated from each other.

The LOTO procedure must be carried out against the accidental reconnection/reopening of disconnections, and the provided devices must be used in all cases.

The contractor is responsible for developing the LOTO procedure for his own processes.

In MOL's retail network, the LOTO process is introduced in several phases, during the disconnection related to electricity and tank work, the physical protection of the unloader is applied first.

Minimum requirements applicable at filling stations:

- During fuel and LPG technological tank work, physical protection must be provided at the unloading area, against possible unloading.
- The protection of the small circuit breakers belonging to each technological part in the switch cabinets against possible reconnection must be provided with LOTO devices (padlocks) and signage.
- The use of the tabulation tool is not sufficient in itself.
- The LOTO tools must be provided by the contractor.
- The LOTO procedure against accidental reconnection/reopening of disconnections can be carried out by a person authorized and trained by the contractor.
- An energy exclusion point is considered excludable if it has a padlock strap or other accessory to which or through which a padlock can be attached, or if it has a built-in locking mechanism.
- Other energy isolation devices may be excluded if exclusion can be accomplished without dismantling, rebuilding, or replacing the energy exclusion point or permanently modifying the energy control function.
- It is necessary to place a tag-out device next to the device at the energy exclusion point on the equipment, which can be used to clearly indicate that the energy exclusion point and the equipment cannot be operated until the tag-out device is removed.



6 Permit to work process

In the of handing over a work area, the work permit is issued by the "main contractor" based on its own process or according to the format of MOL Plc. Contractor's own work permit process must be approved by the HSE organization of MOL Plc. before the handover process.

During ensuring the safety of the work area, the work permit is carried out by the partner or the authorized representative in accordance with the rules of MOL Plc.

General rules for issuing a work permit:

The purpose of work-permit procedure is, to make the service station representative able to:

- monitor and respond to any changes (if any) that may occur in circumstances or conditions.
- define the HSE-related tasks between MOL Nyrt. and the given contractor, define additional HSE measures where and if this is necessary.

Authorized personnel to issue the permit (hereinafter, work permit issuers) at the service stations:

- Partner or authorized representative (deputy, shift manager),
- Maintenance Engineer,
- Project engineer,
- HSE expert (in the case of works supervised by the HSE organization (e.g., elimination of soil and groundwater pollution),
- External contracted project manager,
- Representative of the main contractor (in the case of works during which a handover procedure of the work area was carried out).

The use of a work permit regulated within MOL Plc. is mandatory at the service station - the exception is in the case of handover of the work area if the contractors request a permit for their own work permit procedure.

The condition for issuing a work permit is that the contractor's representative instructs its own employees in writing to carry out the given activity.

A copy of the Order must always be attached to the work permit. If the Order is missing, a work permit cannot be issued.

The work permit is issued in 2 copies. The first copy is given to the contractor (this must always be kept at the place of work during the work), the 2nd copy remains at the service station!

A permit can only be issued for one type of work (where conditions and risks are considered the same) and for one Contractor. If several Contractors perform the same activity, separate permits must be issued.

In case the contractor participates with more than 6 employees on the given working day, and they will perform the same work (type, risk and danger), then a separate work permit does not need to be filled out, but the supplementary form of the employer's order ("Work performed by the employer order to carry out work at the MOL Group's premises, the REPLACEMENT SHEET - point 9 of this appendix) must be used, and the names must be indicated on the permit, that the names are on the order and the replacement sheet, and that the work permit is valid together with them.



Changing the contents of the permit or filling in additional data after the permit has been signed and issued is prohibited, except for the results of repeated (or continuous) airspace measurements, comments from an external inspection authority or the person appointed to inspect the licensed work. In such cases, these data must be entered on both copies and signed by both parties (permit issuer and applicant).

The daily cooperation must be documented on the back of the work permit every day; in case a handover procedure of the work area has been carried out.



7 Parallel working activities

- Parallel works are not allowed until the filling of the tank compartments with water is completed, this means that no other work is allowed in the filling station area (neither in the building nor in parts of the filling station outside the building).
- Under the aforementioned ban on parallel work, the shop part of the service station and the entire area of the service station cannot receive customers, suppliers, etc.
- If the work with a high HSE risk has been completed, the danger has been removed and normal work can be continued both in construction and in the life of the point of sale, then the contractor's local manager gives permission for the service station to open to customers. The fact of this must be noted on the back of the work permit with the hour and minute mark and must be signed (by the contractor's work supervisor and the representative of the point of sale).

In case of fuel technology or LPG works, shop reconstruction and/or electric car charging station construction or renovation are taking place at the same time, i.e., the work takes place at the service station in parallel, the above rules must also be observed. Therefore, relocation, internal demolition of the building, or other works cannot take place during the above 1.5-2 days. The work must be organized in such a way that these few days are included in the schedule and do not create an obstacle to the completion of projects on time.

If the work carried out with a high HSE risk has been completed, the danger has been removed and normal work can be continued both in construction and in the life of service station, then the contractor's local manager gives permission for the service station to open to customers. The fact of this must be noted on the back of the work permit with the hour and minute mark and must be signed (by the contractor's work supervisor and the representative of the point of sale).



8 Contractor HSE inspections

The contractor's performance at the work site must be regularly checked in terms of compliance with the HSE and any possible non-compliance must be detected (e.g., proposal to eliminate the deficiency, stop work) in order to eliminate it.

The attached table describes the minimum frequency of inspections by each organization:

Risk categories of jobs	Operator (Partner and/or MOL Plc.) inspection frequency	Inspection frequency of the organization coordinating the performance of the contract (project manager).	contractor' s self-check frequency
High HSE risk and complex works (e.g. if there is also workplace insurance)	daily	every 3 days	every 3 days
In case of high HSE risk and complex works, when the work area is handed over (individual regulation, Retail spec.)	just cooperation	every 3 days	daily
Medium HSE risk works	every 3 days	every 5 days	every 5 days
Medium HSE risk works if the work area is insured	every 3 days	every 5 days	every 3 days
Low HSE risk works	weekly	weekly	weekly

9 New forms at service stations

1. Ordering of work by the employer for the performance of work at MOL Group locations
REPLACEMENT SHEET
2. Work area sharing form - for the work area handed over by MOL



Ordering of work by the employer for the performance of work at the sites of the MOL group

REPLACEMENT SHEET

Person entrusted with work / supervision		ORDER NUMBER					
		Necessary professional qualifications and permits			Fire protection specialist exam		
		Name of pro. permit	Identification number	Validity	Identification number	Validity	Occ. sector
1.							
2.							
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Responsible manager of the contractor		
name:	position	signature:



**Work area sharing form
- for the work area handed over by MOL**

Date:hour.....day month..... year

Location:

The work area is transferred to:

Name of Company:

Name:

Position: Phone number:

The work area is taken over by:

Name of Company:

Name:

Position: Phone number:

Today, those present jointly checked the work area to be handed over - accepted, the transferor handed it over to the recipient for work. In the future, the transferee is responsible for complying with all safety and property protection regulations in the transferred work area.

1. Name of receiving contractor:
2. Supervisor of the receiving contractor:
Name Phone number:
3. In case of a shared work area, if several construction companies work in the same area, the main contractor or the general contractor must take care of the coordination of the work.
4. Person(s) authorized by the receiving contractor to issue work permits and further hand over the work area:
Name: Position: Phone number:
Name: Position: Phone number:
Name: Position: Phone number:
Name: Position: Phone number:

The receiving contractor is obliged to record the data of their employees authorized to authorize work in the handover - acceptance report of the work area.



5. The exact name of the work:

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6. Planned duration of work:

fromhourday month year

tohourday month year

7. The exact name and boundaries of the work area:

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8. The method of isolation and marking of work area:

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The receiving contractor is obliged to ensure that the work area is properly demarcated and that unauthorized persons are prevented from entering.

9. After handing over the work area, the responsible manager of the receiving contractor or his agent is obliged to inspect the work area (record the fact of the inspection in writing) and ensure working conditions that do not endanger health, and also ensure the presence of 1 authorized work supervisor during the entire duration of the work.

10. The contractor's workers must be given training before marching to the work site

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11. The following document(s) contain the name of the sources of danger arising from the construction in the work area:

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.....

12. The receiving contractor is obliged to ensure the existence and continuous use of personal protective equipment and protective devices that do not endanger the health of its employees and meet the conditions for their safe work - in accordance with the type and degree of danger arising from the undertaken task.

13. The receiving contractor is obliged to provide its employees with the personal and material conditions for providing first aid.

14. The receiving contractor may not take into account the fire extinguishers, fire protection devices and equipment kept ready by the customer/operator when creating the material conditions for safe and non-health-threatening work. It is the responsibility of the receiving contractor to provide the fire protection equipment necessary for the work, which is a condition for starting the work.

15. After completion of the work, the work area must be returned to the receiving contractor in both copies - to the party handing over the work.

Other observations, specifications, comments:.....
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Handover

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Recipient



Return workspace:

.....hourday month year

I will take back the workspace with the correction of the following deficiencies.

Deficiency:

Deadline

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Handover

Recipient