

**Land Surveying and Mapping
Documentation Department
Orlen S.A.**

List of works conducted by the Land Surveying and Mapping Documentation Department related to the reconciliation of design documentation and geodetic service of investments implemented for closed areas established by Decision No. 1 of the Minister of Energy of June 26, 2019.

In accordance with the Decision No. 1 of the Minister of Energy of June 26, 2019 "on the establishment of areas closed for reasons of national defense and security", and according to the letter of the Minister of Energy of August 6, 2019, DZK.III.700.13.2019, the function of the Documentation Center Geodesy and Cartography in closed areas of Orlen SA performed by the Geodetic and Cartographic Documentation Department of Orlen S.A. The department also conducts coordination meetings in the above-mentioned areas. Any surveying work may be performed only by companies with the consent of the Ministry of Climate and Environment. All information regarding ordering and performing geodetic and cartographic works in closed areas of Orlen S.A. are included in the Operational Ordinance No. 8/2020 / RI.

1. Subject of the arrangement.

- a. The following issues are subject to the arrangement in the Land Surveying and Mapping Documentation Department:
 - i. location of newly-designed facilities and the networks of underground infrastructure and main pipelines as well as cable channel,
 - ii. any designed changes of location, shape, function or demounting of the above facilities.
- b. The location of technical and installation devices inside monolithic buildings, enclosed with walls from each side, is not subject to the arrangement.

2. Order of the arrangement.

- a. The order takes place through filling in the order form and submitting design documentation for arrangement.
- b. The order shall include the following information:
 - i. name of the facility,
 - ii. location – number of the technological plot,
 - iii. subject of the arrangement (name and stage of the design),
 - iv. name of the company or organizational unit ordering works,
 - v. indication of the payer (person incurring costs of the arrangement),
 - vi. date of submitting the order,
 - vii. signature of the ordering person,

- viii. signature of the approving person (person responsible for approving the arrangement costs).
- c. The approving person is respectively:
 - i. for a specific MPK – MPK manager,
 - ii. for a specific investment task – Project Manager,
 - iii. for an external company – employee authorized to enter into commitments on the company's behalf.
- d. The order may be delivered:
 - i. personally,
 - ii. by e-mail,
 - iii. by post/delivery company (after prior phone arrangement).
- e. It is allowed to send the documentation in the electronic version at an early stage of arrangement (DXF and DWG files, according to AutoCAD v.2007/2008 or older).
- f. Paper documentation is required at a final stage (when it obtains proper agreement clauses – stamps).

3. Types of designs subject to arrangements, according to the design stages.

- a. Program and Spatial Concept (PSC) – sometimes referred to as the Initial Design . The scope of PSC is not specified in the provisions of law. It is the specification whose task is to clarify the vision of the design, indicate proposed location of functional units and types of constructions. The assumptions adopted in PSC may (but do not have to) be taken into consideration during the creation of Building Permit Design. At this stage, conducting industry-specific arrangements is not necessary. However, in exceptional situations, the employee of the Land Surveying and Mapping Documentation Department conducting the reconciliation may order them to be carried out.
- b. Building Permit Design (BPD) – a formal document presenting the expected design solutions for a planned investment. BPD constitutes a basis for obtaining opinions, conducting industry-specific arrangements, and, above all, obtaining building permit. The scope of BPD is specified in the Regulation of the Minister of Development of 11 September 2020 on specific scope and forms of building permit design (Journal of Laws 2022, item 1679)
- c. Executive Design (ED) – used to choose the contractor of works (as an annex to the tender inquiry), conducting works or controlling their quality. The data from the detailed design is the basis for taking the project to the field (mark out elements of design).
- d. Single-stage Design (SD) – the creation of the design-involving the stages of the Building Permit Design and Executive Design is allowed. During the preparation of such a specification, the rules for the creation of the Executive Design shall be complied with. Each time for the implementation of reconciliation in this form, the approval of the person chairing the coordination meeting at the Department of Land Surveying and Mapping Documentation must be obtained.

4. Way of preparation of design documentation

- a. **PSC Stage (stage of the Program and Spatial Concept)**
The location of facilities shall be presented on a valid map, for demonstration purposes, issued from the resources of the Land Surveying and Mapping Documentation Department of Orlen. A local coordinate system of the

Production Plant in Płock and elevations of Kronsztadt 60 shall be applicable. The proposed shape facilities shall be marked with blocks, whereas line facilities shall be marked with axes. The corners of units and the places of axis bends shall be described with coordinates (in a local system, with centimeter accuracy).

b. **Building Permit Design Stage**

According to the applicable provisions of law, the Building Permit Design shall be presented on a valid map, for design purposes, issued from the resources of the Land Surveying and Mapping Documentation Department. Local coordinate system of the Production Plant and elevations of Kronsztadt 60 shall be the applicable coordinate system. At this stage, the designer shall receive a list of consultants in order to obtain industry-specific arrangements, necessary to arrange the project in the Land Surveying and Mapping Documentation Department.

For facilities located outside the enclosed area, the project must be developed on valid map for design purposes obtained from the resources of the locally relevant Geodetic and Cartographic Documentation Centers. The coordinate system in force during the arrangements with the Land Surveying and Mapping Documentation Department is also the local system of the Production Plant in Płock. Making industry agreements are also required. Confirmation of obtaining the agreement will be made on the sleepers made on the basis of dc design maps in the state system of 2000.

c. **Executive Design Stage**

The location of facilities shall be presented on a valid map, for demonstration purposes, issued from the resources of Land Surveying and Mapping Documentation Department Orlen. A local coordinate system of the Production Plant in Płock and elevations of Kronsztadt 60 shall be applicable. The facilities shall be described with coordinates or measures which clearly indicate their location. Additionally, the design at the execution stage shall be complemented with detailed drawings, technical drawings (formworks, crosses, profiles). Discarded facilities shall be crossed out (additionally, one may attach a separate demolition/demounting plan). Land Surveying and Mapping Documentation Department may also require the submission of paper documentation at an initial stage (before final arrangements). The documentation shall be completed in a clear way, specifying the method of its issuance (folder, file) and it shall be marked with a project number/name

5. Additional information.

- a. Upon submitting materials for stamping the final arrangement clauses, it is required to prepare an additional copy of situational drawings (with facilities location), for the purposes of archiving in the Land Surveying and Mapping Documentation Department.
- b. For the purposes of realization of the investment, the **executive design documentation**, approved by the Spatial Information Team, is required.
- c. For the arrangements carried out in the PSC, BPD and ED phases, a **protocol is created** from the **coordination meeting in the law** on the location of the proposed facilities and the utilities network.
- d. For CCGT and PTA enclosed areas in Włocławek, and CCGT Ostrołęka studies in the PSC, BPD and ED phases are provided, respectively, on maps for illustrative

and design purposes issued from the resource of the Land Surveying and Mapping Documentation Department. of Orlen S.A. in the 2000 system.

6. Geodetic service for investments.

Land Surveying and Mapping Documentation Department will provide geodetic service for investments in closed areas established by Decision No. 1 of the Minister of Energy of June 26, 2019. in terms of:

- a. Elaboration and sharing maps for illustrative and design purposes,
- b. Preparing sketches of obstacle, underground utilities,
- c. Alignment (mark out) of all elements constituting the content of the arrangements of the detailed design with the Land Surveying and Mapping Documentation Department,
- d. Executing geodetic as-built inventory (land survey) of all elements of the implemented executive design constituting the content of the numerical map Land Surveying and Mapping Documentation Department.
- e. Elaborating and publishing the as-built map.
- f. Updating (supplying with geodetic data) of numerical map the Land Surveying and Mapping Documentation Department.

The order for surveying work is made by completing the order form appropriately according to the selected assortment of work analogously to the provisions of item 2. The completed order should be delivered in person or by e-mail in the form of a scan, together with documentation presenting the scope of the planned works in the form of an agreed detailed design with a stamp and appropriate signatures in a paper version attached to the order or scan.

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