

REGULATION No. 29/2016 OF THE MANAGING DIRECTOR OF PCC ROKITA SA

dated 7 December 2016

concerning the General Specification for Execution and Acceptance of Design Work, Technical and Design Documentation, Rules of Organization and Supervision of the Proceedings in the PCC Rokita Group in Brzeg Dolny

In order to harmonize the rules for the execution, receipt, distribution, archiving and updating of technical and design documentation within the PCC Rokita Group, I decree as follows:

1. I approve for use the attached General Specification for Execution and Acceptance of Design Work, Technical and Design Documentation, Rules of Organization and Supervision of the Proceedings in the PCC Rokita Group.
2. The parties commissioning the design work are obliged to provide the contractor with the up-to-date content of regulations issued by the Managing Director of PCC Rokita SA applicable to the subject matter of the specification.
3. I obligate the departmental managers to make their subordinate employees familiar with the content of this regulation, with a simultaneous entry in the Declarations of acknowledgement of instructions and orders (does not apply to employees who do confirm acknowledgement of the document in the PCT Process for PCC Rokita SA).
4. The Corporate Governance and Group Development Office (GN) is obliged to communicate the content of this Regulation to PCC Rokita Group companies and undertake to comply with its provisions.
5. Director of the Management Board Office (GZ) is obligated to publish this Regulation in the *PCT Process for PCC Rokita SA* database - simultaneously notifying departmental managers and Process Owners of its issue.
6. The Regulation No 01/2012 of the General Director of PCC Rokita SA dated 4 January 2012 approving for use the General Specification for the Execution and Acceptance of Design Works, Technical and Design Documentation, Rules of Organization and Supervision of the Proceedings at the PCC Rokita Group in Brzeg Dolny shall expire.
7. The Technical Director (GT) shall supervise the implementation of the provisions of this Regulation.
8. The Regulation shall enter into force on the date of signing.

Distribution:

GZ, file,

PCT Process for PCC Rokita SA database / normative acts / regulations – electronic version

General Specification for Execution and Acceptance of
Design Work, Technical
and Design Documentation, Rules of Organization and
Supervision of the Proceedings in the PCC Rokita
Group

Brzeg Dolny, December 2016

1 PRELIMINARY INFORMATION

1.1. *Employer, Investor*

PCC Rokita Capital Group, ul. Sienkiewicza 4, 56-120 Brzeg Dolny.

1.2. *Basic terms*

In what follows, the following terminology will be used:

Investor - PCC Rokita SA or a Company belonging to the PCC Rokita Capital Group, a person representing any of the above mentioned entities participating in the preparation of the design, giving an opinion on the conformity of the project with the scope of the contract or accepting the design.

Contractor - a company or an individual selected in a tender or other procedure to carry out the subject matter of the contract - the design.

Design - a conceptual, process, construction, detailed, technical or other design for buildings, structures, installations, networks, machinery and equipment.

Requisition - means a notification of the need for design work and forms the basis for the preparation of the Terms of Reference.

Terms of Reference (ToR) - provides guidelines for the preparation of a tender by the Contractor and is a detailed technical specification defining the scope and subject matter of the contract

Technical Board - a group of persons appointed by the Project Manager responsible for infrastructure and land owned by PCC Rokita SA, to define the scope of design works and give opinions on emerging projects.

Project Manager - a person appointed by the Investor in consultation with the Technical Director of PCC Rokita SA (GT) or the Investment Office (GI) Director.

SDT - Technical Documentation Standard at PCC Rokita defining guidelines for the development of design/technical documentation.

KUD — internal coordination sheet for design documentation

1.3. *Subject of the Specification*

This General Specification for the Execution and Acceptance of Design Work, Technical and Design Documentation binding at the PCC Rokita Group in Brzeg Dolny (hereinafter referred to as the Specification) is a set of general conditions for the execution and acceptance of design work, technical and design documentation for PCC Rokita SA.

The specification specifically addresses:

- conceptual designs, process designs, building designs for buildings, structures, installations, networks, machinery and equipment and other structures for the erection or construction of which a building permit is required under the Building Act,
- demolition designs for buildings and structures for which a demolition permit is required,
- demolition designs for buildings and structures for which a demolition permit is not required,
- building designs for the reconstruction or renovation of buildings, structures, installations and other facilities for which a building permit is required,
- building designs for the reconstruction or renovation of buildings, structures, installations and other facilities for which a building permit is not required,
- building designs for water, sewerage and fire protection networks, electricity networks, telecommunications networks, gas networks, district heating networks,
- building designs for electrical, plumbing, gas, central heating, fire protection and process systems,
- detailed designs for water, sewerage and fire protection networks, electricity networks, telecommunications networks, gas networks, district heating networks,
- building designs for electrical, plumbing, gas, central heating, fire protection, I&C and process systems,
- detailed design of tanks, pipelines, apparatus and other industrial equipment,
- UDT (Office of Technical Inspection) registration documentation for tanks, pipelines, apparatus and other equipment,
- TDT registration documentation of transshipment points for hazardous materials and substances,
- as-built documentation for all facilities, buildings, structures, installations, machinery and equipment, networks, etc.
- geotechnical and hydrogeological documentation and soil contamination tests carried out at the premises of the PCC Rokita SA Capital Group
- expert opinions and technical condition reports on buildings and structures.

1.4 Scope of application of the specification

The General Specification for the Execution and Acceptance of Design Work, Design and Technical Documentation is an integral appendix in the service procurement procedure for the execution of design work for the PCC Rokita SA Capital Group.

The bidding campaign conducted by the Employer to select the Contractor for the design work, technical and design documentation shall be carried out in accordance with the guidelines contained in the Specification.

When performing design work for the PCC Rokita Group, the Contractor shall be obliged to follow the guidelines contained in this specification at all stages of design work in accordance with the SDT technical documentation standard in force at PCC Rokita.

2. THE PROCEDURE RELATING TO THE PREPARATION OF THE SCOPE OF DESIGN WORK

2.1 Requisition for design work

The requisition for design work, technical and design documentation is determined by the Project Manager, Chief Engineer or Chief Process Engineer / Production Director. In case of companies without a corresponding technical department, requirements are determined by the persons appointed for this purpose, in consultation with the Construction Specialists of Chemia Serwis Sp. z o.o. and the Office of the Technical Director (GT) or the Investment Office (GI).

Requisition for complex facility designs (e.g. new production facilities, storage facilities, etc.) require consultation at the level of the Technical Board appointed by the Project Manager.

In order to eliminate situations in which several designs are created covering the same area or facility and documentation previously elaborated, but not executed, the person preparing the scope of work (Requisition) should collect information on the possibility of collisions (e.g. in the location of the designed facilities, the course of the designed networks, etc.).

2.2. Technical Board

The need for a Technical Board (hereafter abbreviated RT) is decided by the Project Manager.

The task of the Technical Board is to establish all relevant conditions for the planned task and to assess the technical feasibility of providing the required utilities and making connections to the plant's existing technical infrastructure.

The members of the Technical Board are:

- representative of the Investor (Unit/company) / Investment Office (GI),
- representative of Chemia Serwis Sp. z o.o.,
- representative of the Energy Centre (GE),
- representative of the Electricity Grid Maintenance Department (GTS),
- representatives of the Planning Department (GTP),
- representative of LabMatic,
- representative of the Water and Sewerage Utility (OW),
- representative of PCC IT S.A.,
- representatives of the Office of Safety and Prevention (GBP, GBH),
- representative of the Environmental Office (GO),
- Representatives of other departments necessary for the design project

The composition of the RT will be selected by the Project Manager depending on the anticipated scope of project work and the type of project.

A board meeting is held at the request of the Project Manager. The individual RT members must be informed of the planned meeting date at least three days in advance.

2.3 Determining the scope of design work drawing up the ToR

The ToR should contain the necessary information required to carry out the design work, among others:

- identification of the object of the contract,
- anticipated scope of design work,
- technological assumptions in the case of plant design (e.g. preliminary technological scheme, anticipated equipment, type of equipment, materials used for equipment and piping in terms of their chemical resistance),
- anticipated quantities and emissions of gaseous pollutants, wastewater and solid waste,
- anticipated demand for utilities and raw materials,
- anticipated registration documentation subject to Technical Inspection,
- assumptions made, the course and methods of calculation, the formulas used and the coefficients chosen.

Responsible for the development of the ToR is the Project Manager in consultation with RT (if it is appointed).

The Project Manager should in particular take into account the following issues:

- whether the planned project will require a building design and a building permit,
- whether the planned project will require an environmental decision,
- whether the planned project will require an environmental impact report and to what extent,
- whether the planned project will require a water permit or an amendment to an existing permit,
- whether there will be a need for geotechnical documentation for the designed facilities,
- whether the planned project requires other specialist opinions or studies (e.g. a decision on the state of contamination of the soil and water environment, an emissions permit, expert opinions and reports on the technical condition of a building or structure).

2.4 Handing over the scope of design work for implementation

The requisition, together with the ToR, is forwarded to the Purchase Office (GL) by the Project Manager for bidding action to select a bidder.

2.5. Selection of contractor for design work

The contractor for design work is selected in accordance with the PCC Rokita Group's service purchasing regulations.

3. DESIGN WORK

3.1 Detailed determination of design scope

The detailed scope of the design works, depending on the type and complexity of the planned project and if the scope has not been precisely specified in the Purchase Order or the Contract, should be determined during working meetings with the Project Manager and the Investor's representatives. The frequency of working meetings will be determined on a case-by-case basis according to the scope and type of design. The findings of the working meeting should be written down in the form of minutes, which will form an integral part of the design documentation.

Working meetings on the design work are convened at the request of the Project Manager and the Investor or the Contractor.

3.2 Map for design purposes, land development design

The extent of the boundary of the map for design purposes is determined by the designer (Contractor). The Contractor shall commission the production of a map for design purposes at his own expense.

The map for design purposes shall be provided in electronic form in accordance with an agreement between ODGiK, ZUDP and PCC Rokita SA (Annex 4). The map for design purposes is provided by the Centre of Surveying Documentation and Cartography also in electronic form in *dng* or *dgn* format. The land development design must be submitted for agreement with ZUDP in Wolow on the original electronic map. The layer for design is layer 63. The land development design shall be drawn up according to instruction K-1 "Base map".

3.3 Approval of design by the Investor

The Contractor shall be obliged to submit to the Investor each time (in particular each time there is a change to a document that the Contractor wishes to agree with the Investor's representative) all project documentation with a separate colour mark of the changes made, together with sheets of changes (specimen constitutes annex No. 6) completed separately for each document, containing all changes to the documentation, in order to agree the solutions applied and the compliance of the workmanship with the guidelines. In particular, this applies to the building design prior to submission to the authority for a building permit or to the Design Documentation Coordination Authority. The coordination must be carried out in accordance with the "Internal Coordination Sheet for Design Documentation" (KUD). The Project Manager identifies the coordinating units that will be involved in the project, keeping the others informed of the project work in progress.

Notes on the coordination of design documentation at the Office of Safety and Prevention (GB):

Coordination of design solutions with the Office of Security and Prevention (GB) will take place after obtaining agreements with all services of PCC Rokita SA and relevant companies of the PCC Rokita Capital Group to the extent indicated at the stage of agreeing the scope of design works.

In order to give an opinion on the design solutions in terms of fire and technical safety and OHS, design documentation must be submitted to the GB to the extent indicated by the GB at the stage of agreeing the scope of design work. A copy of the agreed scope of design work and KUD's Internal Coordination Sheet for design documentation (Appendix 3) must be attached to the submitted copy of the documentation.

The Office of Safety and Prevention (GB) will agree design solutions within a period not exceeding 1 week. In order to reduce the time taken to agree design solutions, three copies of the design solutions can be submitted to GB.

In order to agree the design solutions in terms of fire safety, it is necessary to address the following issues in the design:

- 1) legal basis for fire safety on which the study was based;
- 2) area, height and number of storeys;
- 3) distance from neighbouring objects;
- 4) hazardous substances present in the facility;
- 5) fire performance of combustible substances present;
- 6) predicted fire load density;
- 7) human risk category, the anticipated number of people on each floor and in each room;
- 8) assessment of the explosion risk of rooms and outdoor areas;
- 9) division of the facility into fire zones;
- 10) fire resistance class of the building and the fire resistance class and fire spread rate of the building elements;
- 11) evacuation conditions, emergency lighting (safety and evacuation) and obstruction lighting;
- 12) method of fire protection of utility installations, in particular: ventilation, heating, gas, electricity, lightning protection;
- 13) selection of fire-fighting equipment in the building, adapted to the requirements resulting from the adopted scenario of the development of events during a fire, in particular: fixed fire-fighting equipment, fire alarm system, sound warning system, fire water supply system, smoke removal equipment, lifts adapted to the needs of the rescue teams;
- 14) provision of fire extinguishers;
- 15) water supply for external firefighting;
- 16) fire roads.

The data referred to above shall be provided in full or in part, depending on the extent to which they are present in the construction work.

In order to coordinate the design solutions in terms of technical supervision, the design shall include:

- 1) legal basis for technical supervision on which the study was based;
- 2) list of equipment subject to technical supervision;
- 3) obligations of the equipment manufacturer, the project contractor and the investor with regard to technical supervision regulations.

In order to coordinate the design solutions in terms of failure prevention, the design shall include:

- 1) a summary technological description of the processes used;
- 2) list of hazardous substances to be contained in the proposed installation or facility, stating the quantity and method of storage;

- 3) safety data sheets for the above-mentioned hazardous substances;
- 4) list of measures for controlling and controlling the designed processes;
- 5) list of measures to minimise the consequences of a possible accident;
- 6) plan of the first above-ground storey of a building or structure where failure may occur;
- 7) distance of the designed facility, or part thereof, from neighbouring installations and from objects' of public interest.

The Office of Safety and Prevention (GB) shall return all submitted copies of the design solutions to the Project Manager complete with the Design Documentation Internal Coordination Sheet (KUD). One copy of the Coordination Sheet remains with the Project Manager.

The Project Manager shall forward the KUD to the Contractor for incorporation and acceptance of any comments and recommendations. The Contractor shall review in accordance with the provisions of the KUD with confirmation of its position.

Upon receipt of the revised design documentation from the Contractor, the Project Manager shall forward it for internal confirmation of the changes made.

In the event of discrepancies, any findings should be documented in the form of minutes to be attached to the KUD.

3.4 Coordination of design documentation with experts

Pursuant to applicable laws, the building designs must be agreed with the experts to the appropriate extent. The assessment of the necessity of agreeing the building design with an expert in the relevant discipline is made by the designer in consultation with the Investor.

The building designs should be reviewed by an OHS expert and a hygiene and sanitation expert, as well as a fire protection expert in accordance with the applicable health and safety and fire protection regulations and rules. Due to the complexity and specificity of the processes used within the PCC Rokita Group, the Investor reserves the right to appoint relevant experts in individual scopes to agree the documentation in question.

The project should include information on OHS in accordance with applicable laws.

3.5 Handover of design/technical documentation

The Contractor shall be obliged to submit to the Planning Department (GIT) each time (in particular each time there is a change to a document that the Contractor wishes to agree with the Investor's representative) all design documentation with a separate colour mark of the changes made, together with change sheets (specimen constitutes Annex No. 6) completed separately for each document, containing all changes to the documentation. The final complete version of the technical / design documentation should be forwarded to the Planning Department (PGD) to the *person responsible for supervising the design/technical documentation* in accordance with Appendix / Instruction No. 1.

3.6 Acceptance of the works by the Investor

For design work of high complexity, including in particular design work for which a Technical Board has been established, a Design Conference shall be organised at which the Contractor shall present the content of the completed work and the proposed solutions.

Once all legally required decisions, agreements and permits have been obtained, a recorded acceptance of the documentation by the Project Manager / Investor takes place.

On the basis of the confirmed acceptance sheet for the design/technical documentation, a report for the acceptance of the design documentation is drawn up (Annex 5).

Failure to have an up-to-date and completed change sheet and to detail in the documentation the changes made may be grounds for not accepting the design documentation.

3.7 Distribution and archiving of project/technical documentation

- 1) As part of its activities, the GTP Planning Department archives project/technical documentation in electronic and paper form for PCC Rokita SA's projects in accordance with Appendix / Instruction No. 1.
- 2) Designs in the electronic version should be submitted in the following formats:

2.1 Technology and measurement

- P&ID process diagrams, BFD block diagrams, PFD flow diagrams, documentation of control and instrumentation systems: dwg, dxf
- contents of design, technical specifications, lists, schedules: doc, xls

2.2 Electrical

- electrical switchgear designs: zw1 (EPLAN Electric), dwg, dxf format is acceptable by agreement with the Client
- electrical switchgear designs: zw1 (EPLAN Electric)
- single line diagrams of electrical wiring: dwg, dxf
- contents of design, technical specifications, lists, schedules: doc, xls

2.3 Mechanical

- isometric diagrams, piping drawings, apparatus and equipment diagrams, assembly diagrams: dwg, dxf
- contents of design, technical specifications, lists, schedules: doc, xls

2.4 Construction industry

- layouts, construction solutions, system diagrams: dwrg, dxf
- contents of design, technical specifications, lists, schedules: doc, xls

2.5 Electronic documentation in addition to the above formats must be provided as pdf files.

Delivered documents in pdf. should be generated from the source file, while pdf files generated by a scanning device are acceptable in each discipline for documentation requiring scanning, including: experts' opinions, authorisations, certificates, etc.

- 3) The required amount of paper and electronic design documentation will be specified in the contract with the Contractor.

List of annexes:

1. Instruction No. 1 - Instructions for archiving project/technical documentation.
2. Scheme of conduct for designers during the execution of design tasks for PCC Rokita SA
3. KUD Specimen — INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION
4. Principles of cooperation between ODGiK, ZUDP and PCC Rokita SA regarding the use of the numerical map for design purposes and submission of designs in the numerical version for agreement.
5. Specimen of acceptance report for design/technical documentation.
6. Specimen of change sheet for design/technical documentation.

Instructions for archiving project/technical documentation.

1. General provisions

1. The subject of the instructions is to establish how design/technical documentation is handled and how it is received, recorded, updated and made available.
2. The activities of the Planning Department (PGD) include comprehensive supervision of design/technical documentation for PCC Rokita SA.
3. Successive reception of existing design/technical documentation from PCC Rokita SA departments.
4. The copy held in the Planning Department (PGD) is the basic copy which can be referred to by stakeholders.

2. RECORDS OF DESIGN DOCUMENTATION IN THE GTP DEPARTMENT

1. Current records of project/technical documentation from PCC Rokita SA are kept on the basis of the numbering and nomenclature specified in the SDT.
2. Records of design/technical documentation include:
 - a. Acceptance sheet for design/technical documentation (Annex 1a),
 - b. Assignment of a reference number indicating the location of the documentation in the Department, by a person from the Planning Department (PGD) designated by the Technical Director (GT) who is responsible for the supervision of design/technical documentation,
 - c. Record keeping in the electronic catalogue of documentation on the pct.pl portal in a database accessible to authorised persons.

3. Reception of design/technical documentation

1. The complete design/technical documentation is forwarded to the Planning Department (PGD) to the person responsible for its supervision.
2. Documentation is received by the Planning Department (PGD) electronically and in hardcopy on the basis of an acceptance sheet (Annex 1a).
3. To complete the design/technical documentation, the changes/revisions that have occurred must be forwarded to the Planning Department (GIT) on the basis of an acceptance sheet (appendix 1a). Information on the above changes should be recorded in the electronic catalogue of technical documentation.
4. Electronic design/technical documentation is available via the Nuxeo system for authorised persons. Documents are only made available to authorised persons (list of authorized positions - Technical Director (GT) / agreed addendum).

4. REVIEWS AND DISCARDING OF DOCUMENTATION

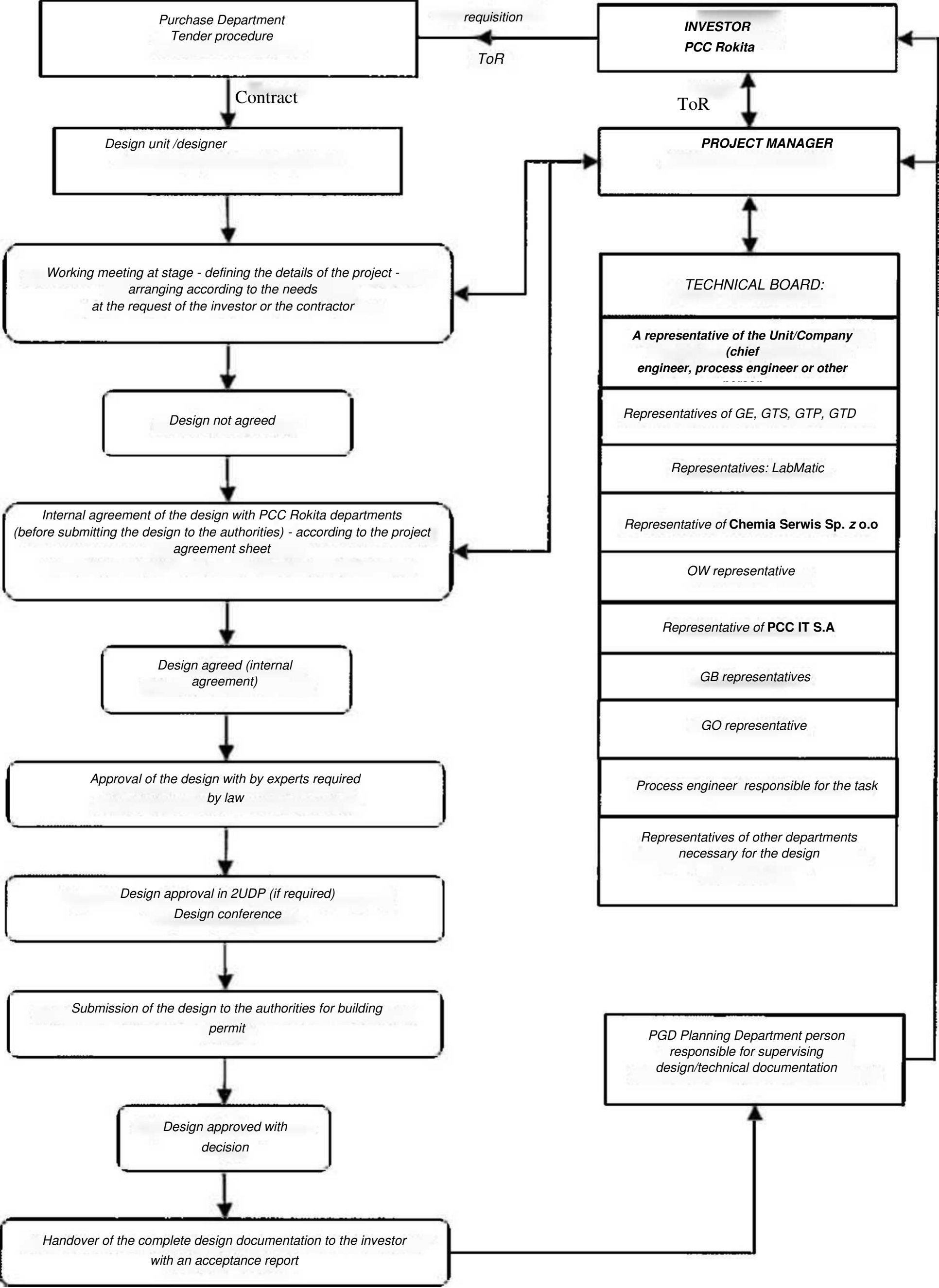
1. In the event of a revision the documentation shall be discarded.
2. Completion and replacement of documentation is carried out by the Technical Director's (GT) designated employee of the Planning Department (GIT) responsible for overseeing the design/technical documentation on the basis of the acceptance sheets.
3. The decision to discard is made by a committee consisting of:
 - a. Technical Director (GT) or authorised person,
 - b. Employee of the Planning Department (PGD),
 - c. Director of Production, Chief Engineer, Chief Process Engineer in their area of activity to which the documentation in question relates.
4. The discarding after the committee's decision will be carried out by a member of the Planning Department (PGD), responsible for supervision on technical/ design documentation.
5. For information/archiving purposes, the Planning Department (PGD) employee responsible for overseeing the design/technical documentation shall leave one set of the design/technical documentation to be exchanged. The paper and electronic set left behind is stored in the Planning Department (GIT) and on a dedicated server in the appropriate folder, respectively.

List of annexes: 1a. Specimen of reception sheet for design/technical documentation.



Specimen of reception sheet for design/technical documentation.							
Design title							
documentation number from SDT							
Contractor: for technical documentation							
Entity (owner of the facility - organizational unit)							
No. and date of SAP order/contract							
Number of sets of documentation by discipline (<i>P- paper</i> ; <i>E - electronic version</i>)	General	P		Technological	P		
		E			E		
	Mechanical / Cameras	P		Mechanical / Piping	P		
		E			E		
	I&C	P		Electrical	P		
		E			E		
	Construction	P		OHS and fire protection	P		
		E			E		
	Technical infrastructure	P		Other	P		
		E			E		
	Receiving person, signature						
	Date of reception						
Handing over person, signature							
Comments							

Annex 2: Diagram for the development of the project documentation



INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION

Annex 3 to the General Specification

PROJECT MANAGER:

- GI Investment Office
- Investor's representative (unit/company)

Note: The Project Manager identifies the agreeing cells that will be involved in the project.

Technical documentation title:

Subject:

Location (plot No., Unit, Department):

No.	Coordinating authority, scope of coordination	Coordinating person (date, signature, stamp)	Comments
1.	Investor's representative (unit or company) - compliance of the project with the scope of the contract/order		
2.	Chemia Serwis Sp. z o.o. - evaluation of the design documentation in terms of construction - location of the facility in relation to the plot, roads, railway tracks and other existing and projected structures		

INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION

Annex 3 to the General Specification

	Coordinating authority, scope of agreement		Coordinating person (date, signature, stamp)	Comments
3.	GE (Power Generation Centre) - heating networks, - gas networks, - heating installations, - gas installations			
4.	GTS (Electricity Network Maintenance Department - LV, MV, HV electricity network.			
5.	GTP (Planning Team)	Mechanical		
		Electrical		
		Instrumentation and control,		

INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION

Annex 3 to the General Specification

No.	Coordinating authority, scope of agreement	Coordinating person (date, signature, stamp)	Comments
6.	LabMatic Sp. z o.o. - street lighting network		
7.	GTP (Planning Team - responsible for supervision on technical/ design documentation) - verification of project documentation for compliance with SDT - verification of the form and quantity of technical documentation		
8.	OW (Water and Sewerage Works) - water and sewerage networks		
9.	PCC IT S.A. - Telecommunications and ICT networks and systems		

INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION

Annex 3 to the General Specification

No.	Coordinating authority, scope of agreement	Coordinating person (date, signature, stamp)	Comments
10.	GBP (Prevention Team) - agreement of the solutions used in the project in terms of technical safety - verification of equipment subject to Technical Inspection UDT, TDT		
11.	GBP (Prevention Team) - agreeing on solutions for fire installations and networks in the project		
12.	GBH (Occupational Health and Safety Team) agreement of the solutions used in the project in terms of OHS		
13.	GO (Environmental Office) - environmental decision, reports, relevant administrative decisions, etc.		

INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION

Annex 3 to the General Specification

No.	Coordinating authority, scope of agreement	Coordinating person (date, signature, stamp)	Comments
14.	Complex/Space technologist - agreement of the technological solutions used in the project, - confirmation of the technological parameters adopted in the design		
15.	Other entities necessary for the design development		

Comments of the design office (CONTRACTOR) on the comments of the consultative bodies

No.	Comments from the Contractor	INVESTOR'S CONFIRMATION	
		YES	NO
1.			

INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION

Annex 3 to the General Specification

2.			
3.			
4.			
5.			
6.			
7.			
8.			

Annex 3 to the General Specification

9.			
10.			
11.			
12.			
13.			
14.			
15.			

INTERNAL COORDINATION SHEET FOR DESIGN DOCUMENTATION

Confirmation of completeness of the KUD by the Project Manager / Investor

Approved

Date and signature

**Principles of cooperation between ODGiK, ZUDP and PCC Rokita SA regarding the use
of the numerical map for design purposes and
submission of designs in the numerical version for agreement.**

The agreed project documentation forms a mandatory part of the base map as an "R" (implementation) overlay. On page 20 of the technical manual K-1 "Base map" are listed in the tabular list under item 17 as "design networks". According to the recommendations of this instructions, these networks should be marked in green on the base map (for design purposes).

The Land Surveying and Cartographic Documentation Centre, which maintains the PCC Rokita numerical base map, is obliged to issue, for design purposes, a complete map containing, in tab "R", all designed networks agreed at the local Design Documentation Agreement Team. In order for this to be possible, the design contractor should submit to ZUDP, together with the application for agreement, also a numerical version of the design, prepared in such a way that the design can be effectively transferred to the "R" overlay. The master map of PCC Rokita was produced using MAPA-2000 application technology working in MicroStation 95 graphic environment by Bantley. The map consists of 63 layers containing content in accordance with the K-1 instruction, and the reference system in force is the 1965 system (zone 4). In order for the numerical design to be transferred to the base map without problems, the designer must not process the map issued to him into other layouts (usually local).

Cooperation between: ODGiK, designer and ZUDP:


- 1) Issuance by ODGiK of a numerical base map for design purposes (possible standards: dgn, dwg)
- 2) Development of the project on a published and unprocessed map.
- 3) Save the completed project on a single layer (layer 63 is recommended).
- 4) Submission of the project including the original map issued by ODGiK.

Principles of drafting an overlay with design objects:

- 1) The design is created on the original map (unprocessed) issued by the ODGiK,
- 2) For the purposes of ODGiK, projected facilities should be colour coded in accordance with the K-1 instruction.
- 3) Linear elements (utility networks) should be described axially, whereby it is permissible to use other branch designations in addition to the K-1 instruction designations.
- 4) All design objects should be grouped on layer 63.
- 5) Other design elements not related to the "R" overlay must not be on layer 63.
- 6) The design on layer 63 shall be submitted to ZUDP together with the original files of the master map issued by ODGiK.

Acceptance report for design/technical documentation.

Design title							
documentation number from SDT							
Contractor: for technical documentation							
Entity (owner of the facility - organ unit)							
No. and date of SAP order/contract							
Number of sets of documentation by discipline (<i>P- paper, E - electronic version</i>)	General	P		Technological	P		
		E			E		
	Mechanical /Aparatus	P		Mechanical /Piping	P		
		E			E		
	I&C	P		Electrical	P		
		E			E		
	Construction	P		OHS and fire protection	P		
		E			E		
	Technical infrastructure	P		Other	P		
		E			E		
	Receiver (signature, date)						
	Transferring (signature, date)						
Documentation made/not made according to the scope included in the contract/order				YES <input type="radio"/>	NO <input type="radio"/>		
Comments							

		(logo or name of the design company)				
Title of the study:						
Project Name:						
Implementation Phase:	Order/Contract No.:	Sedin/ document No.	Revision:	Date:	Number of pages:	Page:

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