

INSTRUCTION

On obligations of the authorized employee of the Contractor regarding the **access/arrival permit arrangement** to the TŽ, a.s. area issued in form of a *Visit Card*

1. Arranging a *Visit Card* for any employee of the Contractor / Subcontractor, the Contractor is obliged to contact a workplace of the guarding service provider – Access and Arrival Permitting Section (building of the Main Gate of TŽ, a.s. – office number tel. 558 532646), with a dully completed application **at least 1 business day in advance**.

2. In case of any activity termination by the employee of the Contractor / Subcontractor at the area of TŽ, a.s., also before the *Visit Card* validity expiration (employment termination, change of the employer, no entry order issued by the PK Department – Control, job order completion, ...), he is obliged to provide a return of the issued *Visit Card* at the workplace of the above mentioned Department or to the control station staff of the guarding service provider at any gate of TŽ.

3. In case of a *Visit Card* loss, he is obliged to advise such loss immediately to the above mentioned Department workplace.

4. Instruct employees of the Contractor / Subcontractor of principles for the issued *Visit Card* using (- obligations as a part of the appropriate printed form), including obligations set forth herein.

5. Arranging a *Visit Card* for some employee of the Contractor / Subcontractor stating a number plate of the vehicle, he is obliged to provide that such required arrival permits are only included in the application of necessarily needed in case of some specified employees. (Unlike the mentioned case, single arrival permits are issued continuously in order to meet operatively extraordinary needs, such as material and tools delivery needed for the job order execution.)

6. In case the above mentioned obligations are not met by the authorized employee of the Contractor, necessary sanction measures shall be adopted.

Date:

Signature of the authorized employee: