REGULATION No. GLS/ZA/017/07/SK

of the President of the Board – Chief Executive Officer
of the enterprise of
Grupa LOTOS S.A.

Ed. 5 as of 10 October 2014

in the matter of: performing geodetic and cartographic surveys on the area of Grupa LOTOS S.A. in Gdańsk and areas related by technical infrastructure connections.

§ 1

In order to ensure rational land development on the area of Grupa LOTOS S.A. (also referred to as GL S.A.) in Gdańsk and in related terrains in which the works' technical infrastructure is situated, and also to ensure proper proceeding with the design work and geodetic surveys, I herewith approve and implement:

1. "Principles of proceeding with geodetic and cartographic surveys on the area of Grupa LOTOS S.A." enclosed with this Regulation as Appendix No. 1,
2. "Requirements for approval a location of designed objects with the Master Plan Team of Grupa LOTOS S.A." enclosed with this Regulation as Appendix No. 2.

§ 2

The Master Plan Team (MPG) (also referred to as MPG Team) at the Project Development Office (MP) is the organizational unit in charge of keeping the geodetic and cartographic resource, coordinating activities connected with geodetic and cartographic surveys and authorized to issue approval for location of designed elements of land development on the area of GL S.A.

§ 3

The following is to be understood as the geodetic and cartographic resource of GL S.A.:

- general development plan for the area of GL S.A.,

- a **master plan** (a detailed map of the existing and designed land development on the works' site),
- the entire geodetic and cartographic documentation as a resulting from geodetic surveys in areas belonging to GL S.A.

§ 4

The following is to be understood as geodetic and cartographic survey:

- geodetic support of construction and assembly of underground, ground and above-ground structures (setting out and control measurements of objects, displacements and deformations measurements of structures in the course and on completion of the construction work),
- geodetic as-built surveys of newly built or modernized objects and networks of technical territorial development,
- coordination and control of geodetic surveys and documentation from executed surveys,
- approvals of Technical Documentations in the part concerning location of the designed objects of land development,
- maintaining and modernizing the system of geodetic control network on the area of GL S.A.,
- updating a general development plan of GL S.A. and master plan,
- verification and archivation of the geodetic and cartographic documentation of measurements made on the area of GL S.A.

§ 5

The MPG Team prepares and provides the geodetic and cartographic data available – when requested in writing – to the following entities:

- organizational units of GL S.A.,
- subsidiary companies of GL S.A which have their sites on lease from GL S.A.,
- external entities involved in construction or design work,
- other entities working on the area of GL S.A.

The master plan as well as other plans and theme maps are also available for looking through on an MPG Team web portal. The portal may be accessed through the Lotostrada service under the website tab "Plans and maps".

§ 6

I undertake to comply with this regulation particular owners (owner definition in accordance with No. GKL.63.02.00.00 procedure for "Supervision of Grupa LOTOS S.A. property"), par-

ties ordering design and construction work, repair and investment activities coordinators, MPG Team manager – each within the scope of his/her activity.

§ 7

The Regulation No. GLS/ZA/017/07/SK ed. no. 4 as of 20 August 2013 in the matter of: the plan of land development on the area of Grupa LOTOS S.A., the master plan, and execution of geodetic and cartographic work on the area of Grupa LOTOS S.A. in Gdańsk and in related areas in which the works' technical infrastructure is situated loses its validity.

Approved by:

President of the Board - CEO
P. Olechnowicz

This document enters into force as of date **20-10-2014**
Revisions: *Changes in the document due to the introduction of a new Regulation of the Minister of Administration and Digitization*
Prepared by: *S. Tanan*
Verified by: *G. Zgoda*

Appendix No. 1
to the Regulation No. GLS/ZA/017/07/SK
ed. 5 as of 10 October 2014

Principles of proceeding with geodetic and cartographic surveys on the area of Grupa LOTOS S.A

1 Legal basis

1.1 Act of 17th May 1989 Geodetic and Cartographic Law (Journal of Laws No. 193, item 1287 of 2010).

1.2 Act of 7th July 1994 Building Law (Journal of Laws No. 243, item 1623 of 2010).

1.3 Regulation of the Minister of Land Management and Construction of 21st February 1995 on the kind and scope of geodetic and cartographic compilations and geodetic activities in force in the building engineering (Journal of Laws No. 25, item 133 of 1995).

1.4 Regulation of the Minister of the Interior and Administration of 9th November 2011 about technical standards of geodesic surveys and transfer of the results of these measurements to the national geodesic and cartographic resource (Journal of Laws No. 263, item 1572 of 2011)

1.5 Regulation of the Minister of Administration and Digitization of 12th February 2013 on the database of geodetic records of utilities network, database of topographic objects and master map (Journal of Laws of 2013, item 383).

2 Detailed technical specifications for geodetic surveys in the course of construction work on the area of Grupa LOTOS S.A. and related facilities

2.1 General rules

2.1.1 If not decided otherwise by the ordering party, all changes of land development resulting from current investment and repair/construction work or breakdown repair work require geodetic as-built surveys for which the contractor for that work is responsible.

2.1.2 Geodetic surveys connected with investments on the area of GL S.A. has to be performed by persons with professional rights in range geodetic support of investment, (Art. 42 and 43 of the Geodetic and Cartographic Law).

2.1.3 The general contractor of construction is obliged to appoint, and notify about that the Master Plan Team (MPG) (hereafter called the MPG Team) at the Project Development Office (MP), one contractor of geodetic surveys, who will serve as a coordinator responsible for the entire scope of work if more than one team are involved.

2.1.4 The necessary scope of geodetic surveys and execution rules are regulated by GL S.A. No. 6210 Technical Standard and industry standards.

2.1.5 The MPG Team has the right to control of geodetic contractors during execution of their surveys and report any irregularities to persons responsible for the task.

2.1.6 It is required that prior to commencement of the construction work geodetic surveys be registered (in written form) by its contractor at the MPG Team (see also paragraphs 2.2.1 and 2.2.7)

2.1.7 All building structures (including territorial development underground networks) which cause underground, ground and above-ground land development changes are subject to setting out and making as-built geodetic survey (geodetic inventory also covers dismantling or demolition of objects).

2.1.8 Geodetic setting out should be carried out prior to commencement of earth work and documents worked out as well as bench marks set out should be handed over to the construction contractor.

2.1.9 During construction and underground territorial development work as-built geodetic survey should be made, including measurements of closeness and collisions with other structures in the earth work area.

2.1.10 It is forbidden:

1) to build structures or alter their location without written approval of object location with the MPG Team,
2) to build structures without geodetic setting out,
3) to execute diggings without having a printout of the relevant piece of the valid master plan (a printout or map file is prepared by the MPG Team based on a formal order),
4) to backfill diggings containing underground objects and facilities prior to making geodetic inventory and confirming location compliance with the location approval,
5) to carry out final acceptance proceedings if a final protocol, issued by the MPG Team manager which confirming that geodetic inventory has been made and as-built survey documentation have been handed over to the GL S.A. archival resource, is lacking.

2.1.11 The necessity of rebuilding or dismantling an object bearing a control point should be reported to the MPG Team manager before commencement of such a work. Failure to give prior notice will result in charging the contractor with control point resetting and making him responsible for errors and damages caused by the destruction.

2.2 Rules of preparation, handing over and formal acceptance of the geodetic and cartographic documentation

2.2.1 Geodesic survey documentation have to conform to GL S.A. No. 6210 Technical Standard. Data concerning No. 6210 Technical Specification as well as geodesic control grid and bench marks are made available to the contractor based on the obligatory notification of geodetic surveys submitted to the MPG Team.

2.2.2 For structures subject to listing in a Land and Building Register (buildings and tanks), as well as for land development objects outside of the fenced area of GL S.A., it is necessary that the geodetic surveys contractor hand over the documentation of as-built geodetic surveys to the appropriate local Geodetic and Cartographic Documentation Center and get maps of as-built measurements confirmed with an appropriate clause.

2.2.3 A consolidated set copy of documents from geodetic as built surveys documentation and as-built maps is subject to handing over to the MPG Team.

2.2.4 Geodesic survey documentation worked out in accordance with the requirements of paragraph 2.2.1 have to be handed over to the MPG Team before the final acceptance of construction work. The documentation is formally accepted after checking and entering the data in the MPG Team database.

2.2.5 Possession of the original acceptance protocol issued by the MPG Team manager, with a clause confirming that the geodetic documentation has finally been included in the GL S.A. archival resource, is the necessary condition for the final acceptance of the construction work.

2.2.6 If the construction work lasts longer than 2 months, the contractor is obliged to deliver by stages to the MPG Team copies of the geodetic documentation for the surveys currently being done, in order to make possible updating the plan as necessary and comparing the compliance of constructed objects location with the approved design.

2.2.7 Detailed terms concerning the dates, scope and way of handing these data over are agreed between the contractor and the MPG Team at the stage of notification of geodetic surveys as described in paragraph 2.1.6.

Appendix No. 2
to the Regulation No. GLS/ZA/017/07/SK
ed. 5 as of 10 October 2014

Requirements for approval a location of designed objects with the Master Plan Team of Grupa LOTOS S.A

1. The Master Plan Team (MPG) (hereafter called the MPG Team) at the Project Development Office (MP) is the organizational unit on the area of Grupa LOTOS S.A. to issue approvals for location of designed objects of land development.
2. The MPG Team manager is authorized to issue formal comments related to designed land development location, based on data possessed and information obtained from persons in charge of management of the respective trades and areas.
3. Mandatory approval of location of designed objects of land development and underground networks is required for every design work performed on the area of GL S.A. and related facilities which cause underground, ground and above-ground land development changes.
4. Is not required to approve location of technical equipment and installations inside buildings.
5. Formal opinion related to objects location or approval of object location is issued after checking and evaluating of:
   1) conformity to the general plan of land development,
   2) land development rationality and economy,
   3) compliance with preliminary decisions about location made at the brief foredesign stage by persons ordering the design work,
   4) lack of collisions between newly designed objects and those existing or objects whose location has already been approved,
   5) correctness of coordinates and measures locating the objects designed.
6. Design documentation for objects located outside of the fenced basic area of the GL S.A. enterprise is subject to mandatory approvals by relevant district governors, independently of the location approval with the MPG Team.
7. Design documentations which are subject of object location approval has to be drawn up on a valid map for design purposes.
8. Maps for design purposes concerning the area of the fenced basic area of the enterprise are prepared by the MPG Team to a formal order submitted by an entity which got an order for a design work.

9. If the design work concerns areas specified in item 6, then orders for maps for design purposes should be placed with geodetic contractors, with approval of the manager of the MPG Team, which prepares formal and technical specifications for the work.
10. It is required that GL S.A. No. 6200 Technical Standard (CAD standard and requirements concerning documentation in the form of electronic files) be followed in the process of preparing land development designs and obtaining necessary approvals.
11. The commissioned party obtains information on current standards concerning proceeding with a master plan and requirements and principles concerning design documentation approvals, together with the map for design purposes.
12. A design documentation altering land development in areas belonging to GL S.A. has to be provided with a clause of location approval by the MPG Team (original stamp) prior to being handed over to the ordering party or to the competent authority.