

APPROVED BY  
Public Company ORLEN Lietuva  
Deputy General Director  
for Operations  
30 January 2012  
Order No. TV1(1.2-1)- 19

**ELECTRICAL EQUIPMENT TEMPORARY POWERING  
PROCEDURE BE-16**

**Revision 1**

## I. PURPOSE

1. Establish the safety requirements and procedure for electrical equipment temporary connection to ORLEN Lietuva (hereinafter – the Company) el. power network.

## II. SCOPE OF APPLICATION

2. The present Procedure shall be applied to concerned Company personnel and contracting companies (hereinafter – the Contractor) engaged in provision of construction, maintenance, designing, consulting, equipment operation and other works and/or services at the Company under the respective contractual provisions and using electric machinery, devices or tools at the site.

## III. REFERENCES

3. *Procedure for Certification of Entities Authorized to Operate Power Equipment*, as approved with Order No. 1-274 as of 4 October 2010 by the Minister of Energy of the Republic of Lithuania (*Official Gazette*, 2010, No. 120-6154);

4. *General Rules for Installation of Electric Equipment*, as approved with Order No. 4-40 as of 31 January 2007 by the Minister of Economy of the Republic of Lithuania (*Official Gazette*, 2007, No. 24-936).

5. *Safety Rules for Operation of Electric Equipment*, as approved with Order No. 1-100 as of 30 March 2010 by the Minister of Energy of the Republic of Lithuania (*Official Gazette*, 2010, No. 39-1878).

6. *Fire Safety Rules for Power Facilities*, as approved with Order No. 80/121 as of 26 February 1999 by the Minister of Economy and the Minister of the Interior of the Republic of Lithuania (*Official Gazette*, 1999, No. 22-631);

7. BDS-7 Hot Work Arranging and Performing Procedure.

## IV. RESPONSIBILITY

8. Contractor shall be responsible for condition and protection of its (own or otherwise possessed) el. equipment and machinery, connecting wires and cables, their reliable and safe operation, protection against mechanical damage during operation and against adverse environment impact; Contractor shall take continuous care to ensure that the equipment used is safe to people, prevent the Company's equipment from damage, from causing fire or explosion, not to exceed the allowable el. connection power.

9. Persons, who have failed to meet requirements stipulated therein, shall be liable in accordance with legislation of the Republic of Lithuania, the rules and procedures of the Company and relevant contractual obligations entered into with other legal entities.

## V. DESCRIPTION OF ACTIONS

10. The Contractor performing works and using electric machinery or tools in the Company shall appoint a person responsible for technical condition of electrical equipment, electric machinery and tools, their reliable and safe operation, connection to/disconnection from the Company's power network (hereinafter – Responsible Person) and authorize him/her (or other person) to prepare as and sign a request for temporary powering of electrical equipment (hereinafter – *Request*) (Attachment 1).

11. Prior to work commencement at the Company (not less than 5 working days in advance) the Contractor shall present a document or copy of the above appointment that is to be handed over to Chief Electrical Engineer of the Company to familiarize relevant electrotechnical personnel of the Company in charge of arrangement of servicing, repair, operational maintenance of electrical and automatic equipment of the Company.

12. For temporary connection of el. equipment, device, electric machinery and/or tools to the Company el. network the Contractor's responsible person must address a respective electrical engineer of the Company in charge of arrangement of el. equipment servicing and maintenance at the site (contact phone numbers: 07, 2311, +370 443 92311, hereinafter – Electrical Engineer of the Company), and with a help of the latter fill in a Request specifying Contractor name, ref. number of relevant contract, full name of responsible person, contact phone, time period for such connection, type, name or tag number (if available) of power users, location (Company facility name, process unit number), required el. connection power (current) and voltage. Electrical Engineer of the Company shall evaluate and provide the required technical measures (connection location, line protection) for the connection. Any measures required for connection to the Company el. power network (cables, portable distribution panels, etc.) shall be supplied by Contractor itself, unless otherwise stated in the contract between the Company and Contractor.

13. During each registration of el. equipment temporary powering, the ownership limit point of Company and Contractor el. equipment shall be marked in the scheme drawing at respective line of the Request.

14. The completed Request, agreed with Electrical Engineer of the Company as well as signed by Contractor's Responsible Person shall be submitted by the latter to:

14.1. Shift Supervisor of Power Plant Electrical Shop Operating Section in Charge of the Refinery (in the transformer substation PP-1 building, tel. +370 443 92311 or 07) – when work has to be performed in the Refinery;

14.2. Shift Supervisor of Power Plant Electrical Shop Operating Section in Charge of the Power Plant (in the main building of the Power Plant, tel. +370 443 93236, +370 443 97207) - when work has to be performed in the Power Plant;

14.3. Būtingė Terminal Energy and Instrumentation Group Manager (Terminal road 2, Palanga, tel. +370 443 93481) or Main Pipelines Maintenance Group Manager (Stačkūnai, Biržai distr., tel. +370 443 97895) – when work has to be performed at Pipeline and Terminal Operations Division.

15. The Company employees specified in Items 14.1, 14.2, 14.3 herein (hereinafter – Company employee in charge of arrangement of temporary powering) shall enter the Request into the logbook of requests for temporary powering (soft and hard copies) and evaluate the technical measures anticipated; shall indicate, if needed, additional ones due to Contractor, and shall sign at respective line of the Request.

16. The original Request for custody purposes shall be taken by the Company employee in charge of arrangement of temporary powering, who had registered the above Request; and the copy shall be handed over to the Contractor.

17. If el. equipment connection inside battery limits of the Company process unit is specified in the Request, the Contractor's Responsible Person shall address the process unit operator for entering the temporary connection requisition into the Logbook of Requests Submitted to Electrotechnical Personnel.

18. If el. equipment connection at the Company process unit having explosion or fire hazard environment, the Contractor shall, at temporary powering location, process a work permit for hot works based on *Hot Works Arranging and Performing Procedure*, BDS-7.

19. Company employee in charge of arrangement of temporary powering shall provide the Contractor's Responsible Person with a label(s), which have to be fixed by such Responsible Person on the cable at the location of operation and electrical safety responsibility limit. The label shall include the Request number, Contractor name and connection validity date.

20. El. equipment connection/disconnection to the Company power network may be performed only by the Company electrical operational employee (on duty), performing operational servicing of el. facilities of the Company. Unauthorized connection/disconnection of el. equipment to/from the Company power network is prohibited, unless otherwise specified in the Request by the Company employee.

21. When Contractor’s electrified equipment is connected to Company’s power network using a socket, the Company employee in charge of arrangement of temporary powering shall indicated in the Request whether the Contractor at the end of the shift may disconnect the socket and connect it back at the same location after the start of the new shift.

22. Upon expiry of temporary powering validity date as specified in the Request, the Company employee in charge of arrangement of temporary powering shall arrange disconnection of Contractor’s equipment from the Company power network. The Contractor’s equipment shall be disconnected after giving a notice to the Contractor's Responsible Person and checking for safe voltage disconnection. A new Request shall be placed for extension of temporary powering validity.

23. If temporary powering is inside battery limits of the Company process unit, the Contractor, wishing its el. equipment to be disconnected after the work completion or before expiry of the temporary powering validity, shall address the process unit operator and the latter shall enter the requisition for temporary powering disconnection into the Logbook of Requests Submitted to Electrotechnical Personnel.

24. If temporary powering is arranged at other facilities of the Company, for el. equipment disconnection the Contractor shall address the Company employee in charge of arrangement of temporary powering.

**VI. DOCUMENTS AND RECORDS**

25. Pursuant to the Procedure, the records indicated in Table 1 shall be issued.

**Table 1**

Record Title	Storage Location	Responsible	Term of Storage
Request for el. equipment temporary powering	Company div./subdiv./depart. arranging temporary powering	Company employee in charge of arrangement of temporary powering	1 month after disconnection of temporary powering
Logbook of requests for el. equipment temporary powering	Company div./subdiv./depart. arranging temporary powering	Company employee in charge of arrangement of temporary powering	1 year
Logbook of Requests Submitted to Electrotechnical Personnel	Company process unit control room		

**ATTACHMENTS**

Attachment 1 - Request for el. equipment temporary powering (specimen).

Attachment 2 – Logbook of requests for el. equipment temporary powering (specimen).

Prepared by:	Senior Engineer		Eligijus Kereišis	
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Agreed with:				
	Chief Electrical and Automation Engineer		Aleksandras Šiška	
	Equipment Supervision and Inspection Manager		Evaldas Lungys	
	Chief Maintenance Specialist for Electrical and Instrumentation Equipment		Arūnas Pivariūnas	
	Head of Power Plant		Remigijus Kalkauskas	
	Occupational Safety and Health Manager		Rolandas Rupšys	
	Job position	Signature	Full name	Date

**PRAŠYMAS**  
**DĖL ELEKTROS ĮRENGINIŲ LAIKINO PRIJUNGIMO**  
**[REQUEST FOR ELECTRICAL EQUIPMENT TEMPORARY POWERING]**

Registracijos Nr. (pildo Akcinės bendrovės „ORLEN Lietuva“ atstovas) [Registration No. (to be completed by <b>Public Company ORLEN Lietuva</b> )]	Data [date]
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Prašymo turinys (pildo rangovas) [object of request (to be completed by the contractor)]

RANGOVAS [CONTRACTOR]		OBJEKTAS, VIETA [SITE, LOCATION]		SUTARTIES AR DARBŲ PASKYROS NR. [CONTRACT OR WORK RELEASE No.]	
Fazių sk. [Phases]	Įtampa [Voltage], V	Galia [Power], kW	Srovė [Current], A	Nuo [From]	Iki [To]
Imtuvų charakteristikos (apšvietimas, darbo įrankiai, elektros variklis ir pan.) [Power user characteristics (lighting, tools, motors, etc.)]					
Rangovo atsakingas asmuo ( vardas, pavardė, mobilusis telefonas) [Contractor responsible person (full name, mobile phone)]					

Suderintos elektros įrenginių prijungimo techninės sąlygos [Agreed technical conditions of electrical power supply]:

U <sub>N</sub> , V	P <sub>MAX</sub> , kW	I <sub>MAX</sub> , A	Kitos sąlygos [Other conditions]		
Leidimas prijungti galioja [Permit for power supply connection is valid]			nuo [from]	iki [to]	

**Schema** (prijungimo vieta ir elektros įrenginių nuosavybės riba)

[**Scheme** (connection point and electrical equipment ownership limit)]

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">             Akcinė bendrovė „ORLEN Lietuva“  <b>[Public Company ORLEN Lietuva]</b> </div> <hr style="border-top: 2px dashed red;"/> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             RANGOVAS [CONTRACTOR]           </div>	
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Rangovui pasibaigus darbo pamainai leidžiama / draudžiama savarankiškai išjungti kištuką, o prasidėjus naujai pamainai vėl įjungti į tą patį kištukinį lizdą (nereikalingą tekstą išbraukti).

[Contractor is allowed / not allowed to self-disconnect plug after the work shift and to self-connect back into the same socket when new work shift is started - (delete redundant text)]

**Pastabos** [Notes]:

Rangovo atsakingas asmuo [Contractor responsible person]	
Bendrovės elektros inžinierius, suderinęs prašymą [Company Electrical Engineer]	
Bendrovės darbuotojas, organizuojantis laikiną prijungimą [Company employee in charge of arrangement of temporary powering]	

( vardas, pavardė, pareigos, parašas) [full name, position and signature]

**Attachment 2**

**LOGBOOK OF REQUESTS FOR EL. EQUIPMENT TEMPORARY POWERING**

Item No.	Contractor name	Connection point	Valid from	Valid to	Comments
1					
2					
n					