

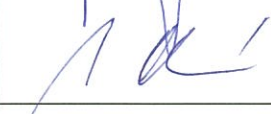


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Transportation and Traffic directive



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1. Purpose

The Transportation and Traffic Directive (hereinafter referred as TTD) is designed to ensure the safe operation of vehicles, handling equipment and movement of people on roads and paths (located in an enclosed area) that are owned by the Institute of Physics ASCR - ELI Beamlines, located in Dolni Brezany (Southern Prague, Czech Republic).

2. Range of validity

1. TTD enforces for all people that move over ELI Beamlines facilities;
2. TTD applies for transport and handling equipment, motor and non-motor type; and for all the equipment used to transport materials and people;
3. The obligation to comply with TTD by all the road users in the area is published on message boards with a campus plan at all driveways and entrances, and its general dispositions apply to all road users in the area;

3. Glossary of abbreviations and terms

For the purposes of this document, the terms and definitions are based on:

- Current terminology used within ELI project (*already mentioned within existing and issued ELI project documents, formal description of applied best practices within the project*);

ELI project	Extreme Light Infrastructure project
TTD	Transportation and Traffic Directive
ELI-Beamlines (ELI-BL)	Czech pillar of the ELI project
PBS	Product Breakdown Structure. Hierarchical breakdown (product tree) of the whole technology system providing details about the physical components of a particular product, or system, under consideration.
PBS code (PBS ID, PBS#)	A unique identifier assigned to each component in a Product Breakdown Structure for the purpose of designating the components hierarchical location within the PBS.
TBD	To Be Defined
WBS	Work Breakdown Structure. A deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables. The deliverable orientation of the hierarchy includes both internal and external deliverables.

WBS code (WBS ID, WBS#)	A unique identifier assigned to each element in a Work Breakdown Structure for the purpose of designating the elements hierarchical location within the WBS.
Work Package (WP)	WPs are the functional units in the project carrying out specific technical tasks necessary to construct the ELI-BL facility. The scope of WPs is defined by their respective Statements of Work (SoW). WPs can be viewed as sub-projects charged with the planning, execution and follow-up of activities typically delivering components or systems for the facility. WP code reflects WBS. Each WP is assigned an owner (WP leader).

4. Related/Reference and Applicable Documents

- [1]. Zákon 361/2000 Sb. o provozu na pozemních komunikacích v platném znění
- [2]. Vyhláška 30/2001 Sb. v platném znění
- [3]. ČSN 26 8805 o provozu manipulačních vozíků
- [4]. Ustanovení. 111/1994 Sb. o silniční dopravě ve znění pozdějších předpisů
- [5]. Vyhláška č. 64/1987 Sb., o Evropské dohodě o mezinárodní silniční přepravě nebezpečných věcí (Dohoda ADR)
- [6]. Vyhláška MDS č. 30/2001 Sb
- [7]. Zákon č. 262/2006 Sb. – Zákoník práce

5. Subject of the document

5.1. Transport organization

1. Users of road vehicles, motorcycles, tractors, motorized carts, bicycles, etc., as well as pedestrians are covered by Law 361/2000 for traffic on roads (as amended), Decree 30/2001 (as amended), Czech State Standard CSN 26 8805 for the operation of industrial trucks, TTD and other relevant regulations, including internal ones.
2. Speed limits on roads:
 - a. Road vehicles (cars, motorcycles, etc.) - **15** km / h;
 - b. Heavy trucks (loaders, cranes, tractors, etc.) - **10** km / h;
 - c. Indoors (traffic roads)) - **4** km / h;
3. Vehicles arriving to a crossroad shall be aware of the right of way, unless otherwise specified in the road signs;
4. Motor vehicles can only drive on paved roads (exception: lawn mowers);

5. Any significant non-removable obstacle identified on the roads shall be reported to the "security center" - tel. **+420 266 051 110**;
6. Roads users in the area shall allow easy access to emergency devices such as underground and above-ground hydrants, fire protection equipment and emergency exits;
7. Road users in the area shall be responsible for the technical condition and safe operation of their vehicles, shall ensure their operation according to applicable regulations, shall be responsible for the vehicle controls and only allowing the authorized ones with them appropriate permissions to operate, and shall be mentally and physically capable for driving;
8. It only can be transported safely stored loads;
9. Entrances and exits from the area are monitored by CCTV for continuous surveillance, in compliance with the rules for ensuring the protection of the facilities;
10. Transportation of dangerous goods shall follow the provisions of Act no. 350/2011., about chemical substances and mixtures and its regulations; Act no. 111/1994., about road transport, as amended; and Decree no. 64/1987., about the European Agreement concerning the International Carriage of Dangerous Goods (agreement ADR);
11. The transport of material between the premises is provided mainly by the logistics department by its own fleet or by an external carrier.
12. When handling equipment on roads outside the premises, the operation of the forklift truck must be ensured according to the Road Traffic Act (Act No. 361/2000 Coll.). For these purposes, handling and pallet trucks are qualified as non-motorized vehicles and electric trucks (also hand-pulled) are qualified as motor vehicles.
13. When traveling on roads outside the area, care must be taken in particular:
 - a. If the load overlaps the vehicle by more than 1 m or if the load overlaps the non-motor vehicle by more than 400 mm, the overlapping end of the cargo shall be marked with a red flag of dimensions of at least 300 × 300 mm.
 - b. A person pulling or pushing a hand truck with a total width of more than 600 mm must travel at the right-hand side of the road; if pedestrians are not endangered or impeded, they may travel on the right hand shoulder. At reduced

visibility, the person or truck has to be marked on the left side with non-blinding white light.

5.2. Entry to the exits and the area

1. Entrances and exits of ELI Beamlines area:

- a. ELI 2 entrance / exit on the southern edge of the street Prumyslova - **personal and freight transport;**
- b. ELI entrance / exit from the street Ke Zvoli for building **SO 01 - only personal;**
- c. ELI entrance / exit from the street Ke Dvoru for building **SO 02 - only freight transport and large loads handling on the rear wing;**
- d. ELI entry / exit from the street Ke Dvoru for building **SO 03 – freight transport and service organization vehicles;**

2. All entrances to the facilities have installed an automatic entrance systems (barriers and gate terminals), which is in continuous operation;

5.3. Handling of goods by means of handling equipment

1. Handling of goods and items in cleanrooms (CR) is to be carried out using a handling tool marked "CR" on the frame of the device. Typically these tools are unpainted stainless or plastic;
2. The manner, in which goods and items are handled, as well as the choice of means of handling, may be adapted to the requirements of the person responsible for the respective section of CR;
3. Handling of goods and items outside of clean rooms will be carried out with the help of other, unmarked (non-CR marked) handling techniques;
4. It is not allowed to manipulate with the "CR" tools outside the CR area. If it is necessary to use such CR tool outside of the CR area or it is necessary to use non-CR manipulation tools in the CR area, it is required to clean it according to the instructions of the CR team or regulations applicable for the respective section of CR;
5. Manipulation tools and carts may be handled and used by designated persons, older than 18 years of age, qualified, trained and possessing a valid document for the type of handling equipment concerned, if required;

6. Renewal of the training must be carried out no later than 12 months after the last verifiable training. The user must be informed of the relevant regulations, operating risks, truck manufacturer's instructions, maintenance, repair and operating instructions, traffic regulations [this document] and workplace conditions;
7. The medical capacity of the persons using the handling equipment shall be verified within the terms and in manners stated by the relevant laws and regulations.
8. The training is organized and supported by the employer.

5.4. Loading and unloading

1. Loading and unloading (freight car and other vehicles) is allowed only on:
 - a. ELI 2 handling area for logistics warehouse operation;
 - b. ELI handling area - SO 02 supply yard and bulk cargo handling bay;
2. Unloading and loading is prohibited on the roads and on the pavements in the area, unless essentially necessary. In the case of such a necessity, the person inducing the restriction shall ensure that vehicles with the right of priority are provided with a passage width of at least 3.0 m;
3. It is necessary to use a ladder or other suitable equipment at climbing up and down the loading platform of the vehicle or at covering and uncovering it;
4. It is necessary to ensure safe turning or reversing with the assistance of another employee when required by circumstance, in particular at insufficient range of vision or off-road terrain;
5. It is necessary to check the connection and the protection of the conveyor device when connecting to the vehicle. After disconnection, it is necessary to check the disconnection and protection of the conveyor device and vehicle against spontaneous movement. Any standing truck must always be secured against unwanted movement by wedges.

5.5. Vehicles parking

1. When parking a vehicle the driver shall leave enough space for the vehicles with the right of way;
2. Parking on the main road in the inner area of the company is forbidden;

3. Long term parking (longer than **4** days) without prior notification of Safety Department is forbidden. If such activity occurs the employer is eligible to tow the vehicle at the expenses of the owner according to Chapter 45 of Act no. 361/2000 Coll., and proceed in accordance with Chapters 250, 257, 106, and 305 of the Labor Act.

5.6. Parking spaces for handling equipment and platforms

1. The handling equipment must be returned after handling to the parking spaces without any undue delay, so that it can be used by another user. The scheme and specification of the parking spaces is in Appendix E;
2. When taking and returning the tool from the parking space, a record shall be made to a mobile application according to the instructions placed at the parking place;
3. Recording the usage is not necessary, if the device remains in view of the parking lot for the entire period of use.

5.7. Pedestrians and cyclist

1. Pedestrians and cyclists shall respect the traffic rules established in Decree MDS no. 30/2001 and Act 361/2000, about common roads, shall be aware of vehicles movement and shall not use entrances for vehicles parking. All people shall respect banned parking areas identified with safety markings;
2. Parking area for cyclists is designated in front of the main building SO 01(west parking);
3. Bicycle parking inside the building is allowed only in the courtyard Atrium;

5.8. Accidents and injuries

1. In a traffic accident the involved parties or witnesses shall remain in the place until the arrival of the Czech Republic Police;
2. In case of accident with injuries, first aids and medical treatment shall be provided immediately;
3. When dirt road is required one who caused the pollution, promptly remove them and put communications at their own expense to its original state. In case you did not do so, the user can perform the necessary work to rectify the situation at the expense of the department whose officer or employee of an external company, which has for the

performance of this contract and the department did not communicate to its original state.

6. Special provisions

1. Employees are entitled to advice all road users in the inner the area to comply the traffic regulations. Each employee shall follow these advices;
2. Employees shall report any TTD infringement to the "security center" - tel. **+420 266 051 110**;

7. Attachments / List of Appendices

Appendix A Situational scheme of transport and marking ELI;

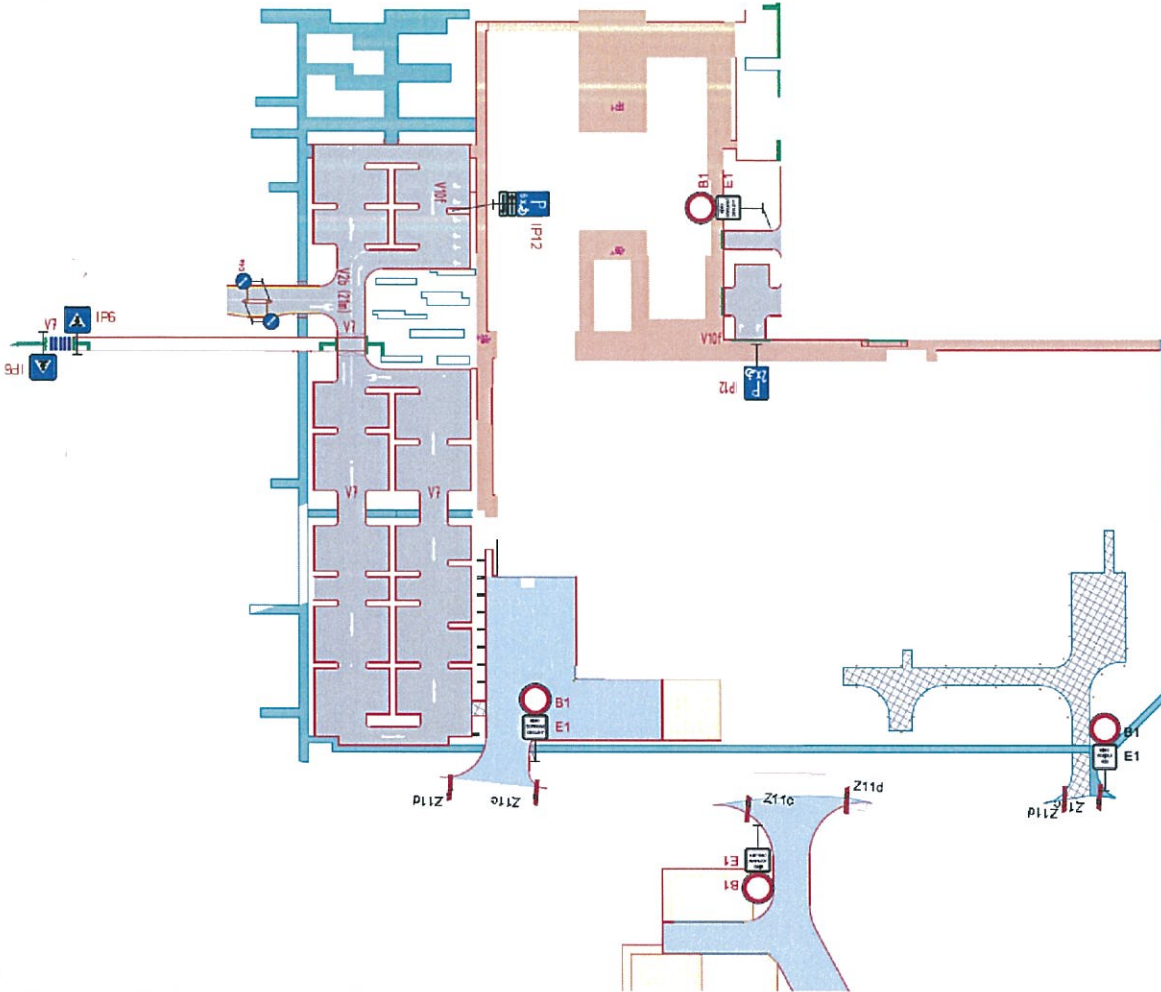
Appendix B Situational scheme of transport ELI 2;

Appendix C Guidelines for carriers;

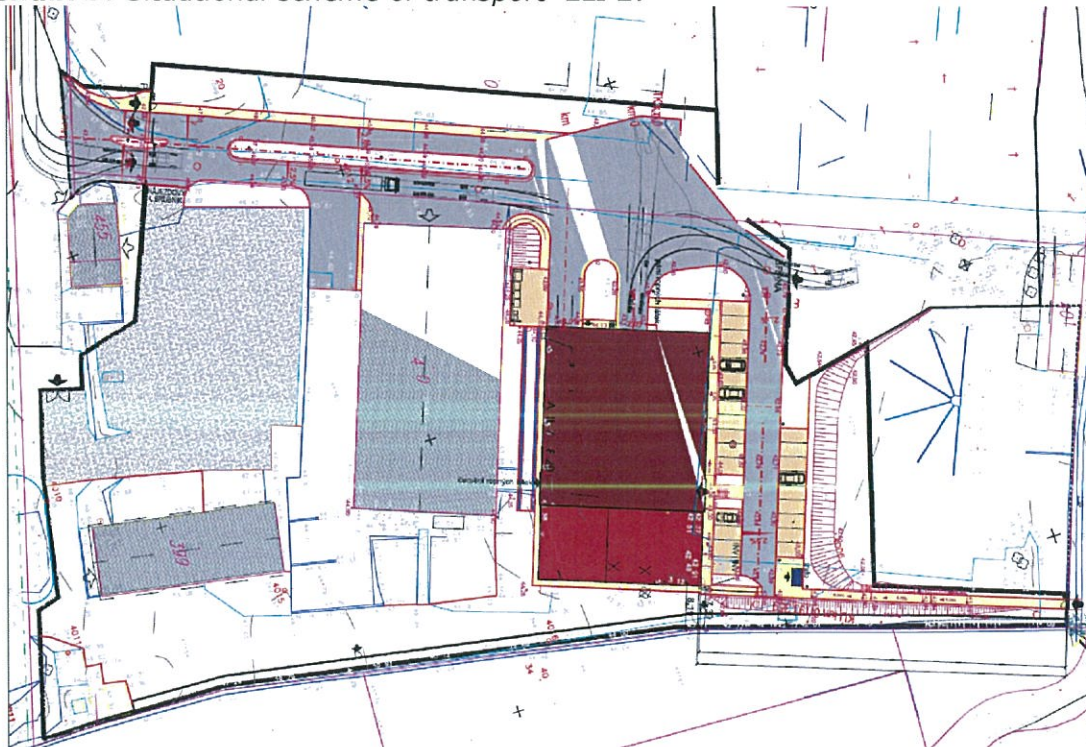
Appendix D Traffic signs

Appendix E Parking platforms(a separate document)

Appendix A: Situational scheme of transport and marking ELI:










Appendix B: Situational scheme of transport ELI 2:



Appendix C: Guidelines for carriers:

**Rules for drivers within ELI Beamlines area:
Each driver shall follow the below next instructions**

Dodržuj maximální povolenou rychlost:	Použivej ochrannou obuv:	Použivej ochrannou reflexní vestu před vstupem do skladu:	Zákaz vstupu mimo vyhrazené prostory:
<i>Speed limit:</i>	<i>Use the safety shoes:</i>	<i>Entrance to warehouse is possible only with orange safety jacket:</i>	<i>Do not enter areas that are marked „ NO ENTRY“:</i>
			
Pozor na pohyb vysokozdvizných vozíků:	Zákaz kouření mimo prostory k tomu určené:	Pozor chodci:	Udržuj čistotu a dbej pokynu třídění odpadu:
<i>Beware of moving to forklift:</i>	<i>No smoking except defined areas:</i>	<i>Beware of pedestrians:</i>	<i>Keep cleanness on the premises and follow the instruction for sorting of waste:</i>
			
Místo první pomoci	Objekt je střežen kamerovým systémem:	Směrová značka úniku	Kontrola vozidel:
<i>Instead of first aid</i>	<i>The object is under camera surveillance</i>	<i>Directional mark of escape</i>	<i>Cars control:</i>
			

Appendix D: Traffic signs:

1. ELI Beamlines main area

- a. Vertical markings with basic label sizes and reflective surfaces are used. Signs are mounted on canopy poles, street lighting or aluminum studs on concrete footings;
- b. Parking for disabled or physically handicapped people vehicles are marked with IP12 traffic signs "reserved parking", including symbol O1;
- c. Between the supply entrance and the beginning of the western area of the grass pavers is installed the B1 traffic sign "No entry for all vehicles" with an additional sign E1 with the indication "MIMO DOPRAVNÍ OBSLUHY" (except transport operator);
- d. At the beginning of the eastern area of grass pavers is installed B1 traffic sign "No entry for all vehicles" with an additional sign E1 with the indication "MIMO VOZIDEL HZS" (except emergency vehicles). Along this area are mutually arranged elements defining space reinforced tiles in the surrounding loose terrain;
- e. Pedestrian crossings are marked with IP6 signs and horizontal V7 sign, which marks the place that is designated for pedestrian crossing across the roads;
- f. At the top of the traffic island there is the road sign C4a, which indicates a command for turning to the right in the direction of the sign.
- g. Connection with the utility road in the area is marked with directional posts Z11c and Z11d. Direction post is equipped with red reflectors, two red in the right direction (Z11d) and one red in left one (Z11c);
- h. In the parking lot is V9A "directional arrows" for indicating the direction of circulation, 6 x V10f "Reserved parking for vehicles carrying passengers seriously affected or severely physically handicapped" and part of the road connecting the two parts of the park V1a "Longitudinal continuous line" width 0.125 m and V2b "Longitudinal dashed line" to highlight the crossing and turning from the access road with 1.5 m length and 0.125 m width line.

2. ELI II area

- a. Road signs on the main street Ke Zvoli (a pair of vertical traffic signs P2) and side streets with Prumyslová right of way (P4).
- b. The interception between the streets Ke Zvoli and Prumyslova is equipped with a "No Entry" sign B1, along with an additional sign E13 with the indication "MIMO DOPRAVNÍ OBSLUHY" (except transport operator).
- c. Inside the facilities there are IP11 traffic signs and road markings indicating parking spaces, i.e., the perpendicular boundary lines for parking spaces V10 for disabled people are marked, the vertical and horizontal IP12 signs along V10f spaces - E1.