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## *Code of Operation of the ELI Beamlines Research Centre*



### Key words


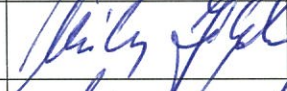

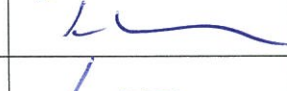

**Office and Multifunctional Building, working hours, workplace**

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## 1. Purpose of the document

To lay down specific activities and procedures necessary for the operation continuity to be maintained.

## 2. Scope of validity

This Code of Operation applies to the organizational units defined in ELI Beamlines. This Code of Conduct is effective from the day it is issued and applies to all ELI Beamlines facilities.

## 3. List of terms and abbreviations used

ELI Beamlines Premises	The term Premises refers to a set of buildings of the ELI Beamlines research centre consisting of: <ul style="list-style-type: none"> <li>• SO 01 - Office and Multifunctional Building</li> <li>• SO 02 - Laboratories and Laser Halls</li> <li>• SO 03 - Technological Part</li> <li>• SO 11 - Logistic part and technical support</li> </ul>
Common areas intended for common use	Atrium, visitor's gallery, lifts, canteen, parking area, grounds.
Space handed over for use	Space used by an employee Office, workshop, warehouse, laboratory, experiment hall
Reception desk	Entry, inspection and reception area intended for employees, suppliers and visitors
Filing office	Reception desk component, office intended for external written communication. Recording of selection procedures, contracts, registered mail, data messages and records management
Parking area	Space intended for parking of employees and visitors vehicles
Laboratory part	Specialized workplace, laboratories, workshops, testing areas
Laser part	Experiment Halls, Laser Technologies, Laboratories and Halls
Outdoor atrium	Connecting corridor, outdoor open space of the building

## 4. Related / Reference and Applied Documents

- [1]. 00127069- External-entities-access-conditions\_CZ.docx
- [2]. 00142071- MD-S36\_Transport-and Traffic-Directive\_CZ\_MB.docx
- [3]. 00142348-7.0\_S\_D\_Fire-Safety-Policy\_CZ.docx

[4]. 00142359-B\_7.0\_S\_D\_Security-Organization-ELI-Beamlines\_CZ.docx

## 4. The Code of Operation of ELI Beamlines provisions

The research centre ELI Beamlines, as a facility of the Institute of Physics of the Czech Academy of Sciences, v.v.i, is operated at the address Dolní Břežany, Za Radnicí 835 for scientific, administrative, presentation and consultation purposes.

1. Each person entering and staying in the premises of ELI Beamlines, the Institute of Physics of the Czech Academy of Sciences, v.v.i, is obliged to observe this Code of Operation.
2. Entry into the individual premises of ELI Beamlines.

The Office and Multifunctional building can be entered only using the main entrance and the side entrance from the parking area, only during the operation hours and only by persons with a visibly displayed ID card with a defined level of access. Upon request by a security guard or an authorised employee at any time each person is obliged to inform him/her about the purpose for which they entered the premises and to prove their identity by means of an ID card issued by the owner of the premises. The organization of access authorisations and ID cards management is described in the document: Security Organization [4].

## 5. Operation hours:

The basic operation hours defined by the Decision of the Director MON - FRI 06:00 – 22:00.

1. Permission to enter the premises outside the basic operation hours:
  - a. Office and Multifunctional building MON - FRI 22:00 – 06:00 and SAT – SUN 08:00 – 18:00 for the purpose of
    - I. work in accordance with the respective order to perform work outside the basic working hours issued by the head of the department;
    - II. activities not directly connected with work, e.g. self-study.

When entering the premises at these times, it is always necessary to report it to the security centre via <mailto:security@eli-beamlines.eu> or via phone (266051110/266051111) well in advance. It needs to be reported by the head or deputy head of the respective department.

- b. Office and Multifunctional building outside the times mentioned above, i.e. SAT – SUN 18:00 – 08:00
- c. Laboratory, Laser building outside the times mentioned above, i.e. MON – FRI 22:00 – 06:00 and SA – SU 24 hour.

Entry is subject to the approval by the head of the division based on the explanation using the respective form [Appendicle 2]. Applicant sends the approved form to the security centre via <mailto:security@eli-beamlines.eu>

2. The operation hours of the canteen are MON - FRI 05:00 - 20:00.  
Sanitation SAT - SUN 10:00 - 16:00.

Organization of social events outside the operation hours connected with the operation of the canteen needs to be approved by the Department of the Building Maintenance and Security Department.

## 7. In the Premises it is forbidden:

- To smoke and use open flame;  
Notice: In the Premises smoking is permitted only at the places intended for that purpose and marked respectively;
- To perform maintenance, repairs or to wash vehicles and their accessories;
- To store and handle fuel, flammable and volatile substances or caustics out-of-work activities;
- To leave any movable assets and bring in and keep in waste;
- To bring in animals, with the exception of guide dogs;
- To consume alcohol and psychotropic drugs;
- To store and transport any personal vehicles (bike) only at the places intended for that purpose and marked respectively.

## 8. When staying in the Premises, everyone is obliged:

- To mind their own safety as well as safety of others;
- Not to damage any property;
- To abide by the Fire Safety Policy [3];
- To abide by the Transport Operation Directive [2];
- When learning about any damage caused to their own property or property of third parties, everyone is obliged to report it to a security guard or to the Security Centre without undue delay and then follow the instructions given by them;
- If the rules stipulated by this Code of Operation or by the respective generally binding regulations are breached, ELI Beamlines Management reserves the right to restrict the person's permission to stay in the premises, for the unlimited period of time. ELI Beamlines Management delegates this right also to persons acting on their behalf and to the security officers.

## 9. Rules for visitors:

- Every visitor is obliged to prove their identity (by means of an ID card or a passport);
- A visitor is then entered into the electronic Book of Visitors and is acquainted with security risks in the individual buildings;
- A visitor receives a "V" ID card and is obliged to give it back to the receptionist upon their departure;
- Until he/she is received by the respective employee visited or by an authorised employee, a visitor is obliged to follow the instructions given by the receptionist and guards;
- The arrival of a visitor is reported to the respective employee who needs to pick up the visitor at the reception desk personally and is personally responsible for the visitor.
- If there is a bigger group of visitors, each person receives a disposable identifier (a paper card with the ELI Beamlines logo). A group leader is responsible for the whole group;
- When entering the Premises, minors (children) will receive disposable identifiers (a paper card with the ELI Beamlines logo). During the whole period of stay in the Premises, it is a child's legal representative who is responsible for the child or educational representative;
- Employees have access to the Visitor's Gallery. To get access it is necessary to register at the reception desk and get a card with authorisation. Upon departure the employee is obliged to return the card to the reception desk.
- External entities (contractual suppliers, users, etc.) can get access in accordance with the External Entities Directive [1].

## 10. Appendices / List of Appendices

- [1]. Map of the ELI Beamlines Premises
- [2]. Application form for permission to access ELI Beamlines premises outside the basic working hours