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1. General Provisions

This Procedure applies to the execution of excavation works at the sites of the Generation Division of Latvenergo AS, the HPP Technical Management, during the restoration, installation, conservation, demolition, reconstruction, emergency response and recovery works of the structure. The Procedure is binding for all companies, including companies and units of Latvenergo AS Group.

This Procedure does not apply to excavation works at a depth of up to 30 cm using hand tools.

Before commencing excavation works at the sites of the Generation Division of Latvenergo AS, HPP Technical Management, the contractor shall obtain an excavation permit (hereinafter referred to as – Permit; see Annex 1) from the Hydrotechnical Structures Service of the relevant power plant and shall coordinate it with the companies and units specified in the Permit, as well as have it approved by the Head of the generation facility. If the company with which the excavation works are to be coordinated has issued a separate document for the execution permit, it shall be attached as an annex to the Permit issued by Latvenergo AS.

The Permit shall be prepared in two (2) counterparts, one of which shall be kept at the site of the relevant works and the other – with the Permit issuer. Any changes to the Permit shall be made in both counterparts.

In order to carry out works on streets, roads or in their immediate vicinity, the contractor shall carry out the works in accordance with the requirements of Cabinet Regulation No. 421 adopted 11 October 2001 “Regulations on the Equipment of Work Sites on Roads”.

When carrying out excavation works, the contractor shall ensure compliance with the requirements of the regulatory documents referred to below, or any regulatory documents that supersede and/or replace them:

• “Construction Law”;

• “Protection Zone Law”;

• “Waste Management Law”;

• Cabinet Regulation No. 500 “General Construction Regulations”;

• Cabinet Regulation No. 253 “Construction Regulations for Certain Engineering Structures”;

• Cabinet Regulation No. 529 “Construction Regulations for Buildings”;

• Cabinet Regulation No. 238 “Fire Safety Regulations”;

• Cabinet Regulation No. 359 “Labour Protection Requirements in Workplaces”;

• Cabinet Regulation No. 92 “Labour Protection Requirements in Performing Construction Work”;

• LEK 037 “Safety requirements when performing work in hydrotechnical structures and hydraulic devices of hydroelectric installations”;

• LEK 025 “Safety requirements when performing work in electrical installations”;

• Latvijas valsts ceļi VSIA Road Construction Specifications ABS 2023/1;

• and other regulations and requirements in force in the Republic of Latvia for carrying out the relevant works.

Upon completion of the excavation works, including cleaning up of the work area, the contractor shall notify the Permit issuer and the completion of the works shall be documented in the Permit.

2. Execution of excavation works

The excavation works may commence subject to the receipt of all necessary approvals from the underground engineering and communication systems owners.

The excavation works site shall be enclosed with protective fencing or tape, and safe pedestrian passage (temporary crossings) shall be provided during the works, as well as access to parking areas and structures.

Prior to the commencement of excavation works, excavations shall be carried out in accordance with the instructions of the owner of the relevant engineering and communication systems in order to determine the exact location of the route of the engineering and communication systems. Excavation work within one (1) metre of engineering and communication systems may only be carried out using hand tools. If the test trenching reveals that the engineering and communication systems are at least 70 cm deep, the use of excavation equipment to remove the topsoil to a depth of 30 cm shall be permitted. All excavation works within the protection zone of engineering and communication systems shall be carried out in accordance with the requirements specified in the Permit, complying with the relevant operational, labour protection, fire safety, environmental protection and other laws and regulations.

The contractor shall be responsible for the preservation of the exposed engineering and communication systems during execution of the works.

During excavation works, it is prohibited to fill surface communications, their location markings, geodetic points, manhole covers, boreholes, rainwater drains, switchboards, trees, bushes, greenery, etc.

If, during the excavation works, underground engineering and communication systems not indicated in the Permit are discovered, the works shall be stopped immediately, protection measures shall be taken and the Permit issuer shall be informed immediately.

Backfilling of the construction pits (including the trenches) shall be carried out with drainage soil in layers no thicker than 20 cm, with each layer compacted in accordance with the requirements of Latvijas Valsts ceļi VSIA Road Construction Specification ABS 2023/1. Backfilled construction pits (including trenches) on streets (roads), pavements and squares shall be maintained in a condition ensuring the safety of traffic and pedestrian movement until the pavement is re-surfaced. If the depth of the construction pits (including trenches) exceed 1.5 m, measures shall be taken to strengthen their sides.

The restoration of street (road), pavement and square surfaces, as well as ground surface (including landscaping) shall be carried out in accordance with the Latvijas Valsts ceļi VSIA Road Construction Specification ABS 2023/1.

The operational personnel of the Generation Division of Latvenergo AS, the HPP Technical Management, shall have the right to perform quality control of the executed works, including taking samples for laboratory tests in an accredited laboratory. If the laboratory tests reveal non-compliance with the requirements set out in the laws and regulations, the work shall not be considered as completed.

3. Emergency response works

The emergency response works necessary shall be organised by the owners of the engineering and communication systems concerned.

The Heads of the relevant power plant and the Hydraulic Structures Service of the Generation Division of Latvenergo AS, the HPP Technical Management, shall be immediately notified of the emergency situation and shall immediately commence emergency response works in compliance with the engineering and communication systems protection regulations.

A Permit must be obtained from the Hydraulic Structures Service of the relevant power plant by no later than 10:00 on the next business day. It must be coordinated in accordance with the provisions of this Procedure.

It is forbidden to carry out new construction or planned repair work on engineering and communication systems, designating such work as emergency response works.