

<b>BAN ON SMOKING WITHIN THE NON-PUBLIC SPACES OF LKPR AND WITHIN THE BUILDINGS OF LETIŠTĚ PRAHA, A. S.</b>		
<b>Valid from</b>	Effective from	Replaces
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Infrastructure management and development		Public I
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### **Purpose**

This controlled document sets out the rules concerning the prohibition of smoking within the territory of Prague/Ruzyně Airport (hereinafter referred to as "LKPR").

### **Subject**

The Directive defines the rules for monitoring compliance with the smoking ban and the procedure for setting up designated smoking areas in LKPR.

### **Scope**

Upon its issuance, the document is distributed to all members of the Board of Directors and to all managers who will then decide on its further distribution, if any, to their subordinates. At the same time, the document is, through an instruction mandated by the airport operator pursuant to Section 31 (2) of Act No. 49/1997 Coll., on civil aviation, as amended, intended for operators of aviation activities, passengers and other persons involved in the operation of Prague/Ruzyně Airport to ensure the safe operation of the airport and to coordinate activities at Prague/Ruzyně Airport. The Directive is published and available to all employees on the PA Intranet.

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# I Acronyms and terms

## I.1 Acronyms

Acronym	Explanation
SCH	Safety check OU
ČAH	Český Aeroholding, a.s.
FAS	Fire detection and fire-alarm systems
FB	Fire brigade OU
CAA	Commercial activities OU
PA	Letiště Praha, a. s.
OU	Organizational unit
CFP OU	Coordination of buildings and fire prevention OU
TPM OU	Technical property management OU
ASG	Airport security guards OU
FSM	Fire safety measures
PMB	Project management of buildings OU
FP	Fire protection

## I.2 Terms

Term	Explanation
LKPR	The territory of the Prague/Ruzyně international public civil airport.
PA buildings	Objects managed or leased by PA
Smoking	Use or other handling of a burning tobacco product or an herbal smoking product. For the purposes of this Directive, the term smoking also includes the use of electronic cigarettes, which are subject to the same restrictions.
Non-public areas of the airport	Non-public areas (airside) are the non-public parts of the airport designated by the airport operator consisting of operational areas and the apron, the adjacent terrain and buildings or all parts thereof to which access is restricted.
Applicant	Any airport user applying for establishing a smoking area

# II Responsibilities and powers

Name of the role / position	Description of responsibilities and powers
All natural persons	Complying with orders and prohibitions on fire protection in designated locations
FP technician	Assessing the fire safety of individual smoking areas. Issuing fire safety measures to establish designated smoking areas.
Applicant	He/she requests the issuance of a fire safety measure.

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Inspector	When dealing with observed violations, inspectors shall proceed in accordance with Chapter III.3.2
Construction coordinator	A person from PMB OU representing LP, a.s. in negotiations with contractors of construction works. He/she shall acquaint the contractors with Art. III.2 hereof.
OU	He/she comprehensively evaluates the technical design of the smoking area. He/she decides on the establishment of the smoking area. He/she also checks compliance with the smoking ban.
FB OU	Checking compliance with the smoking ban.
ASG OU	Checking compliance with the smoking ban.
SCH OU	Checking compliance with the smoking ban.
CAA OU	Ensuring distribution of the Directive to all tenants.

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## III Smoking ban, marking and establishing smoking areas

### III.1 Introduction

- (1) PA, as the operator of LKPR, has classified smoking as a risky activity that may also cause a fire. For this reason and in order to ensure fire safety, the LKPR operator has issued a ban of smoking within the non-public areas of LKPR and in PA buildings within the LKPR area. The areas within the LKPR non-public spaces and PA buildings are shown in Annex No. 1.
- (2) In accordance with generally binding regulations, this controlled document defines the non-public spaces within LKPR and PA buildings within the territory of LKPR, see Annex No. 1. The Directive lays down the procedure for establishing smoking areas within the non-public spaces within LKPR and the rules for monitoring compliance with the smoking ban within the territory of LKPR.

### III.2 Premises and markings

#### III.2.1 Smoking ban areas

- (1) Smoking is prohibited within the non-public spaces of LKPR and in PA buildings. Failure to comply with this ban constitutes a violation of the rules on fire safety pursuant to the Fire Protection Act and rules on operational safety pursuant to the PA control document (Rules for the Entry and Stay of Persons and Vehicles within the Non-public Spaces of Prague Ruzyně Airport).
- (2) Areas within the non-public spaces of LKPR and PA buildings within the LKPR territory for which a smoking ban has been issued are marked with a sign with a graphic that reads "SMOKING PROHIBITED" in accordance with Act No. 65/2017 Coll., on health protection against the harmful effects of addictive substances (the "Act"), which determines the appearance and placement of safety signs. Safety markings are made in Czech or, in certain cases, in English. The safety signs are shown in Annex No. 2.

#### III.2.2 Areas reserved for smoking

- (1) Premises within areas of the LKPR non-public spaces reserved for smoking (smoking areas) are established by the LKPR operator based on an assessment made by a professionally qualified FP person (or FP technician) of PA.
- (2) Every smoking area within the non-public spaces of LKPR shall be marked with a clearly visible sign reading "SPACE RESERVED FOR SMOKING" or in another similar manner, accompanied by a graphic symbol. All smoking areas are established, labelled by TPM OU and registered by a FP professionally qualified person (or FP technician) of PA.
- (3) Passengers are allowed to smoke in designated outdoor areas before entering the terminals. Smoking in front of the terminals is regulated for the sake of the greater comfort of people, but the ban on smoking outside these areas cannot be enforced in public spaces.

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### III.3 Procedure for establishing smoking areas

#### III.3.1 Establishing smoking areas within the premises of LKPR

- (1) The establishment of smoking areas is based on an evaluation of the technical design of the area while observing fire safety conditions and the relevant legal regulations. All decisions on the establishment of a smoking area shall be issued by a professionally qualified FP person (or a FP technician) of PA, in the form of a Fire Safety Measure (hereinafter referred to as "FSM"). The FSM document contains the fire safety conditions of the smoking area. Each FSM shall be posted in a visible place within the established smoking area by a responsible person. The responsible person is designated by the FP technician of PA and is specified in the FSM. All smoking areas within the LKPR non-public spaces are numbered and registered by the FSM issuer. In addition to having proper markings, smoking areas are equipped with suitable anchored containers for collecting cigarette butts and, as the case may be, with extinguishing agents.
- (2) Smoking rooms can only be set up where non-smokers are not exposed to the effects of smoking.
- (3) Each applicant who wants to establish a smoking area within LKPR shall ask CFP by email and shall provide basic information about the area proposed for smoking and, if necessary, additional specifying information.
- (3) All decisions issued in the form of an FSM on the establishment of a smoking area within LKPR are binding on the applicants.
- (4) In cases where the area proposed for smoking does not comply with fire safety aspects, the applicant shall be informed of such in writing. In this case, the applicant who is seeking the establishment of the smoking area and the FSM issuer shall jointly seek alternative areas that meet the relevant fire safety conditions.
- (5) In cases where the space proposed for the establishment of a smoking area entails construction works, such as the construction of a shelter, etc., approval by the CFP manager is required in addition to the issued FSM. If the shelter is situated outside the space leased by the applicant, consultation with CAA is necessary and an amendment to the lease contract shall be concluded, if appropriate.
- (6) The financial costs associated with the establishment of a smoking area within LKPR shall be borne by the applicant.

#### III.3.2 Checking compliance with the smoking ban and dealing with observed violations

- (1) The following inspectors are authorized to check compliance with the smoking ban in areas within LKPR spaces, in PA buildings within LKPR and in non-public areas of the airport:
  - FP professionally qualified persons (of FP technicians) of LP - CFP OU,
  - employees (firefighters) of the Fire Rescue Service - FB OU
  - ASG OU employees,
  - SCH OU employees,
  - managers are entitled to check their subordinate employees
- (2) When dealing with observed violations, the employee performing the inspection (the inspector) shall prove his/her identity by presenting his/her personal identification card.
- (3) Assessment and resolution of observed violations of the rules on the smoking ban among PA employees, employees of legal entities and natural persons doing business, including employees of airline operators operating within the territory of LKPR and within the leased premises of PA buildings therein,

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is done in compliance with the PA control document - Rules for the Entry and Stay of Persons and Vehicles within the Non-public Spaces of Prague Ruzyně Airport.

- (4) If the person who violated the smoking ban is a passenger or other member of the public who refuses to comply with the smoking ban, the inspecting person shall expel such person from the area where the smoking ban is established. If the person does not comply with the ban on smoking, even after the inspector's request to discontinue smoking or to leave the area, the inspector is entitled to ask the Municipal Police of the City of Prague or the Police of the Czech Republic to intervene and enforce compliance with the ban.

This provision shall not be applied to public outdoor areas in front of the terminals. In this area, members of the public can only be politely asked to continue smoking in the area reserved for smoking.

- (5) If the electric fire detection or fire-alarm systems are activated and a fire alarm is announced in PA buildings within LKPR and the PA FB sets off, the person who caused the activation of the FAS will be identified with the participation of the Municipal Police of the City of Prague or the Police of the Czech Republic and will be obliged to pay all costs associated with the setting off of the PA FB according to the valid pricelist of PA services or other damages incurred by PA.
- (6) In the event that a breach of the smoking ban is identified by the state fire supervisory authority, this breach may be considered as the non-fulfilment of basic obligations of natural persons under Section 17 clause (1c) of the Fire Protection Act and as an offense in the fire protection section pursuant to Section 78, clause (1a) of the cited Act, for which a fine may be imposed by this body.

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## IV Related documents

- (1) An overview of the PA control documents that this Directive follows:
  - internal control document - Laying down organisational arrangements to ensure fire protection;
  - internal control document - Rules for the Entry and Stay of Persons and Vehicles within the Non-public Spaces of Prague Ruzyně Airport.
  - internal control document - Conditions of Employment
- (2) An overview of the generally binding legislation that the Directive elaborates on LKPR conditions:
  - Act No. 133/1985 Coll., on fire protection, as subsequently amended, and related implementing decrees to this Act;
  - Act No. 49/1997 Coll., on civil aviation, and amending and supplementing Act No. 455/1991 Coll., on Trade Licensing (Trade Licensing Act), as subsequently amended;
  - Act No. 65/2017 Coll. on health protection from the harmful effects of addictive substances, as amended
  - Act No. 183/2006 Coll., on spatial planning and the building code (Building Act), as subsequently amended.

## V Temporary and final provisions

- (1) Document update mode: in a cycle of two calendar years.
- (2) Publishing of the Directive on the PA Intranet is ensured by the Control Documents Administrator. Based on an agreement between Letiště Praha, a.s. and Český Aeroholding, a.s., Český Aeroholding, a.s. shall be the Control Documents Administrator.  
telephone: +420 22011 2647  
e-mail: [veronika.kumzakova@cah.cz](mailto:veronika.kumzakova@cah.cz)
- (3) Distribution of the Directive to all tenants is ensured by CAA OU.
- (4) The contractor shall be familiarized with Art. III. 2. hereof by the Construction coordinator from PMB OU.
- (5) This Directive will be distributed to the following organizations by the Control Documents Administrator:
  - Aiport Operators Committee (AOC)
  - The Army of the Czech Republic
  - Czech GH, s.r.o.
  - The Police of the Czech Republic, Department for the Protection of Constitutional Officials of the Protection Service
- (6) In the event that there is a need to distribute the Directive to other external organizations during the period of validity thereof, the Owner of the Directive is obliged to inform the Managing Director of this need.

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## **VI List of annexes**

Annex No. 1 Graphic representation of PA buildings and parts of areas within LKPR non-public areas in which the ban on smoking applies.

Annex No. 2 Examples of safety signs.

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## VII Change sheet

Date	Reason / nature of change	Signature
26. 2. 2010	Document update	TYXA Karel
6.8.2012	Document update (change of the organizational structure of PA)	TYXA Karel
26.8.2014	Document update (organizational structure change, distribution adjustment, rights and obligations)	FILIP Roman
18.10.2017	Document update (legislation change)	BÁRTA Tomáš
25.4 2018	Document update (non-smoking airport, removed: smoking areas in buildings)	BÁRTA Tomáš

End of the text of the internal standard

“BAN ON SMOKING WITHIN IN THE NON-PUBLIC SPACES OF LKPR AND WITHIN THE BUILDINGS OF LETIŠTĚ PRAHA, A. S.”

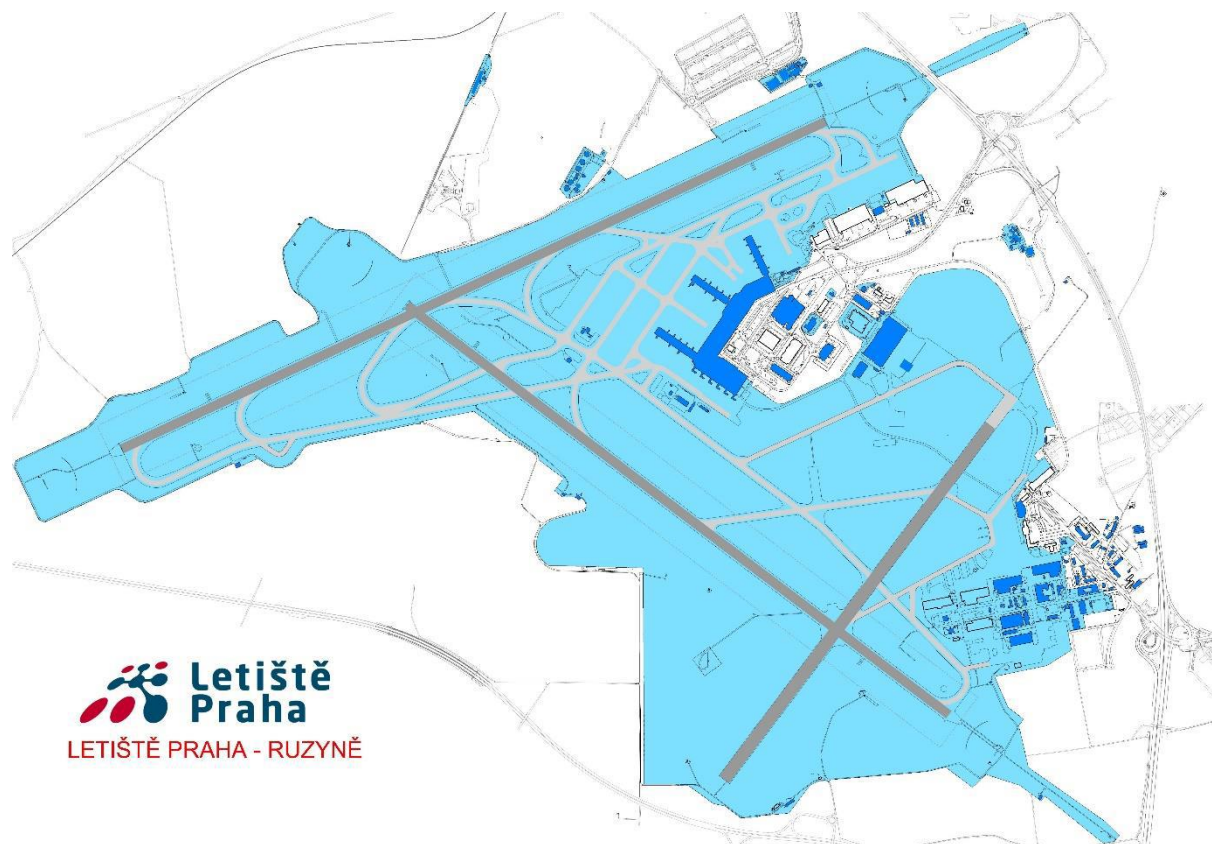
Annexes follow

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Annex No. 1

**Graphic representation of PA buildings and parts of areas within LKPR non-public spaces in which the ban on smoking applies**



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Annex No. 2:

### Examples of safety signs



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