**List of basic documents forming the PO documentation**

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| **Document type** | **Storage/availability in form** |
| **physical** | **electronic**  |
| Fire safety solutions or other relevant documentation | Secretariat Q | intranet |
| Documentation of fire fighting - based on the request of the Moravian-Silesian Fire Brigade | Secretariat Q | intranet |
| Documentation of inclusion in the category of activities with/without increased fire risk  | Secretariat Q+ in the building | intranet |
| Determination of the PO security organisation | Secretariat Q+ in the building | intranet |
| Fire Alarm Directive | Secretariat Q+ in the building | intranet |
| Fire evacuation plan  | Secretariat Q+ in the building | intranet |
| Fire regulations (mandatory for ZPN) | Secretariat Q+ in the building | intranet |
| Fire Alarm Regulations | Secretariat Q+ in the building | intranet |
| Guidelines for preventive fire patrol activities  | Secretariat Q+ in the building | intranet |
| Instructions for preventive fire patrol activities | Secretariat Q+ in the building | intranet |
| Guidelines for the activities of the fire prevention officer | Secretariat Q+ in the building | intranet |
| Appointment decrees of leaders and members of the preventive fire patrol | Secretariat Q+ in the building | intranet |
| Appointment decrees of fire protection officers | Secretariat Q+ in the building | intranet |
| Appointment orders for personnel responsible for the PO during reduced operation | Secretariat Q+ in the building | intranet |
| Appointment decrees for local fire alarm station operators | Secretariat Q+ in the building | intranet |
| Thematic plan and timetable for training of managers and employees | Secretariat Q | intranet |
| Thematic plan and timetable for training of preventive fire patrols  | Secretariat Q | intranet |
| Thematic plan and timetable for training of personnel responsible for the PO during reduced operation  | Secretariat Q | intranet |
| Thematic plan and timetable for training of the local fire alarm station | Secretariat Q  | intranet |
| Thematic plan and timetable for training of fire prevention officers  | Secretariat Q | intranet |
| Documentation of employee training - employee/manager, initial, period. | --- | Edunio |
| Documentation of the training provided to members and leaders of fire prevention patrols | Secretariat Q | intranet |
| Documentation of training of personnel responsible for the PO during reduced operation | Secretariat Q | intranet |
| Documentation of the training of fire alarm operators | Secretariat Q | intranet |
| Documentation of the training of fire prevention officers  | Secretariat Q | intranet |
| Fire books  | in the object | --- |
| Records of fire inspections and inspections | in the object | --- |
| Local orders, prohibitions and instructions issued in the field of fire protection  | in the object | ---- |