

# Certification Programme for the Certification of Persons



**BUREAU**  
**VERITAS**

## **Certification Programme**

***Certification of Persons***  
***according to SCC regulations***

# Certification Programme for the Certification of Persons

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# Certification Programme for the Certification of Persons

## General

The certification agency Bureau Veritas Austria GmbH offers a certification service for persons. This enables individuals to provide documentary evidence from a neutral certification agency so as to fulfil the requirements of prescribed quality standards. The certification agency audits and certifies personnel. The obligation to ensure independence and impartiality is guaranteed through accreditation under ISO/IEC 17024.

## Area of application

These General Terms apply with regard to audits according to the specifications of Document A17 and A18 of SK-SCC Austria (*Sektorkomitee Sicherheits Certifikat Contractoren*, Sectoral Committee for Safety Certificate Contractors).

## Qualification of certification agency personnel

### Administration (Scheduler/Sales):

Service offered: Practice in the area of sales of at least 3 months and basic training in the SCC rules required.

Generating audit documents: Practice in the area of administration of at least 3 months and basic training in the SCC rules required.

Verification of audit conclusions: Practice in the area of administration of at least 12 months and training in the SCC rules required.

*Note: This comes under the responsibility of the Certification Agency Director (CAD), but may be assigned to qualified staff.*

Documentary evidence of competence shall be provided by way of allocation by name to the functional matrix by the Certification Agency Director.

### Auditor/Verifier:

Only trained safety experts shall be admitted as auditors

### Certification Decision Reviewer:

Local Technical Manager (LTM) senior authority – according to the specifications of Bureau Veritas Management System at "Connection" - "Job Descriptions" - "Local Technical Manager" and "Appendix B: "Local Technical Manager

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## Audit process

### Application/Offer/Contract

As appropriate, the client shall receive a self-disclosure questionnaire for the purpose of assessing the preconditions of audit execution. The client shall always receive an offer with details of company name, audit date, number of participants (senior executives and other workers), place of audit, the services to be rendered by Bureau Veritas Austria GmbH, and costs. The signed instruction shall serve as a basis for the audit.

### Precondition of issuing a certificate

1. Audit of person in respect of fulfilment of the following evidential requirements:
  - Abilities;
  - Skills;
  - Knowledge.
2. Successfully-completed audit.
3. Initial pre-requisites for participation in HSE audit and issue of certificate

Requirement	Senior executives at operational level (SCC Document A17)	Operational workers (SCC Document A18)
Education	Completed professional education/equivalent or higher-level education	Completed professional education/equivalent or higher-level education
In the alternative, training to fill educational gaps	Minimum 3 days' training (24 classroom hours) with learning objectives for senior executives pursuant to Table 1	Minimum 3 days' training (24 classroom hours) with workers' learning objectives pursuant to Table 1

The candidate must present documentary evidence of education or substitute training.

## **Audit pursuant to the specifications of Documents A17 and A18 of SK-SCC Austria**

### **Bases of audit**

1. The basis of this audit is the questionnaire for audit of senior executives/workers at operational level.
2. Senior executives at operational level shall have the authority to instruct and participate in rendering of services, such as, for instance: managing directors, branch managers, construction managers, project managers, construction-site managers, master craftsmen/technicians, foremen, workers at operational level.
3. The questionnaire takes account of both content and scope of requirements in terms of safety training for senior executives and workers and is divided into 14 subject areas (A – N). For each subject area, numerous multiple-choice audit questions (MS) are offered.

### **Obtaining the questionnaire**

The Fachverband der Mineralölindustrie Sektorkomitee-SCC Austria, Wiedner Hauptstrasse 63, A-1045 Wien will provide questionnaires as follows:

1. To authorized audit organisations, the current questionnaire for senior executives and operational workers, with answers;
2. To users and other persons, the current questionnaire for senior executives and operational workers, without answers.

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## Selection of audit questions

**Table 1: Allocation of learning objectives to individual subject areas**

Subject area	WORKERS		SENIOR EXECUTIVES	
	Time: 60 minutes Remit: 40 learning objectives/questions Pass: 28 correct		Time: 105 minutes Remit: 70 learning objectives/questions Pass: 49 correct	
	Learning Objective Actual	Learning objective Target	Leaning objective Actual	Learning objective Target
A Statutory rules	10	2	20	5
B Hazard and risk assessment	5	2	14	5
C Causes, prevention and reporting of accidents	2	1	9	5
D Safety-appropriate conduct	4	2	7	5
E Operational organization	3	1	10	5
F Workplace and job rules	8	4	9	6
G Emergency measures	6	1	7	2
H Hazardous materials	23	4	25	7
I Fire and explosion protection	10	3	12	6
J Work materials	12	6	12	6
K Work processes	15	6	15	7
L Electricity and radiation	5	3	5	4
M Workplace design	8	1	10	3
N Personal protective equipment	9	4	9	4
TOTAL		40		70

The auditor selects the questions from the questionnaire in accordance with Table 1.

The respective test is compiled at the certification agency. The sequence of questions is selected on a random basis. The audit organisation compiles the test in the form of a test booklet. For each question, there are 4 possible answers, of which only one is correct.

### Conduct of audit

1. For the purpose of the audit, the audit participants receive this test booklet with the 40/70 multiple-choice questions.
2. The time allowed is a maximum of 60/105 minutes. No reference materials may be used.

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3. It should be noted that presentation of a copy of a personal identity document or a driving licence by candidates to the auditor is a precondition of participation in an audit.

To ensure the certification process, the inspection authority of the SCC inspections must ensure:

- Personal hand over of the examination booklets
- Check identity of Examinee
- Check Initial pre-requisites for participation- make records on coversheet of examination booklet. If the examiner is not proficient in the local language an authorized translator or a local Bureau Veritas employee has to confirm the documents as appropriate.
- Application for certification of each person to be tested
- Compliance with the processing time of the test according to the certification program
- Thwarting fraud attempts (cheating, copying, talking to neighbours etc.)
- Initial revision of the examination books by means of a correction slide
- Documentation in the cover sheet of the exam sheet
- Send the completed examination booklets, the questionnaire and the correction sheet to the certification body

## Audit evaluation

1. The audit is passed if over 70% of the questions are correctly answered.
2. Immediately after the audit, the test is given a provisional evaluation.
3. A 100% verification of the audit results is undertaken at the certification agency.
4. Following recording of personal data, certificates are issued.

## Retention period

All records are retained for a period of 10 years.

### ***Error reporting to Sectoral Committee***

In order to adjust/improve the questionnaire, incorrect answers are passed on in anonymized form to the Sectoral Committee.

## Certificate

### **Period of validity**

If the period of validity of the certificate ends, e.g. due to termination on the part of the client, withdrawal or expiry of the period of validity indicated on the certificate, further use of the certificate is not permitted.

The original certificates must be returned to the agency.

To obtain a new certificate, the examination procedure must be completed again

### **Changes to normative principles**

In the event of relevant changes to normative principles, the certification agency reserves the right also to adjust the requirements concerning certificates.

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## Use of certificate

1. The certificate holder shall be entitled to use the certificate for business purposes, e.g. in offers, in advertising, in correspondence, etc.
2. If the certificate holder is not sure as to the admissibility of use intended by him, he undertakes to seek from the certification agency on a precautionary basis consent to the intended use.
3. If an authorized certificate holder identifies unlawful use of the certificate, or if he is charged with unlawful use on the basis of his use of the certificate, the certification agency must immediately be informed accordingly.
4. The certificate shall be valid under the following preconditions:
  - a. The initial preconditions for participation in the HSE audit were fulfilled;
  - b. Participation in instruction pursuant to Section 14 of the Worker Protection Act (*ArbeitnehmerInnenschutzgesetz, ASchG*) as required by statute;
  - c. No legally-valid conviction in connection with employment safety.
5. There shall be no active monitoring of the aforementioned points by the certification agency.
6. Enquiries from interested third parties:
  - a. Upon enquiries from interested third parties, the accredited personnel certification agencies must, in a suitable manner and observing data protection rules, provide information as to the validity of HSE personnel audits within their organisation.
  - b. In the event of justified objections by third parties, compliance with terms and conditions of use shall be verified by the Certification Agency Director.
  - c. In the event of enquiries by third parties, the certificate holder shall be informed if personal data is requested.
7. Suspension or withdrawal of certification
  - a. In the event of failure to fulfil the terms and conditions of use, the certificate may be suspended, withdrawn or restricted. Such decision shall be incumbent upon the Certification Agency Manager.
  - b. During suspension of a certificate, the certificate may not be used for application or promotional purposes.
  - c. In the event of withdrawal of certification, no reference may be made to certified status.
  - d. If the issued certificate is suspended or withdrawn, it must be returned to the certification body.

## 8. Expiry of certificate

Further to expiry of the certificate, no reference may be made to certified status.

## 9. Amendment of certification preconditions

An amendment may be made prior to expiry of the certificate on the basis, for instance, of the following:

- a) Statutory rules
- b) Amendments to normative documents
- c) Amendments to relevant programme requirements.

All certificate holders shall in such instances be informed of the relevant amendment by the certification agency.

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## 10. Logos and trademarks

Logos and trademarks shall not be provided by the certification agency.

11. Title to the certificate shall remain with the certification agency.

## **Competences of certified persons**

SCC personal certification attests that the holder is able to demonstrate certified occupational safety knowledge in the areas of safety, health and the environment (HSE).

### **Specification of job and employment duties**

Senior executives (SCC Document 017) and operational workers (SCC Document 018) are authorized, within the framework of their employment duties, to apply their acquired occupational safety knowledge in the areas of safety, health and the environment (HSE).

## **Handling of complaints and appeals**

Complaints regarding the professional conduct of the certification process; or Competence and presentation of auditors and professional experts or of Management of the certification agency as well as Appeals against certification decisions can be made using the online complaint management form at [www.bureauveritas.at](http://www.bureauveritas.at)

## **Confidentiality**

Bureau Veritas Austria GmbH undertakes to treat as confidential all information of which it shall become aware in connection with its work at the client, irrespective of whether this consists of company-specific knowledge of the client itself or its business associations, unless the client shall release it from such duty of confidentiality.

Audit results and other information shall not be rendered accessible to third parties by Bureau Veritas Austria GmbH and shall only be used for the purpose of assessing the facts within the framework of the certification process.

The client expressly acknowledges that all documents provided to it by Bureau Veritas Austria GmbH shall remain in the ownership of Bureau Veritas Austria GmbH, and the client undertakes not to copy such documents nor to use the same for purposes other than the agreed audit. The client shall be under a duty to refrain from all actions in relation to third parties which may damage the reputation of Bureau Veritas Austria GmbH, or which could characterise its activities as unreasonable and unauthorised.

The terms and conditions governing confidentiality shall in principle also apply for the period following termination of the contractual relationship.

Exceptions from the above principles of confidentiality in relation to the customer shall be exclusively possible in connection with monitoring of Bureau Veritas Austria GmbH by the accreditation agency. The accreditation agency shall be entitled, within the framework of the confidentiality incumbent upon it based on statutory rules, both to inspect files of the customer and to attend certification procedures.



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## Amendment history

Date	Section	Summary
23.6.16	3	New
9.1.17	Competences of certified persons, certificate	New
9.1.17	Area of application	New
9.1.17	Precondition of issue of certificate	"Initial pre-requisites for participation in HSE audit and issue of certificates" added
11.4.17	Qualification	Examiner Qualification added-
27.09.2017	Use of certificate	d) added
27.09.2017	Examination	Ensuring the certification process
22.03.2018	Qualification Personnel of Certification Body	according to the specifications of Bureau Veritas Management System at "Connection" - "Job Descriptions" - "Local Technical Manager" and "Appendix B: "Local Technical Manager "
22.03.2018	Ensuring the certification process	Check Initial pre-requisites for participation- make records on coversheet of examination booklet. If the examiner is not proficient in the local language an authorized translator or a local Bureau Veritas employee has to confirm the documents as appropriate.
22.03.2018	Certificate	To obtain a new certificate, the examination procedure must be completed again
01.08.2020	Complaints & Appeals	Adapted to the "Complaints and Appeals" process document.