Certification program

Safety Certificate Contractors – SCC-VAZ 2021 A

ZM01 A
General program description

Introduction and overview

Version 2.0
dated 08.03.2024

Note:
For ease of reading, the program names SCC-VAZ 2021 A and SGU-Personal VAZ 2021 A will be referred to as SCC and SGU-Personal in the following.
Only the original German version is considered binding. No liability is accepted for any discrepancies, misunderstandings, or errors resulting from the translation.

Table of Contents

CHAPTER 1 INTRODUCTION

The Austrian Petroleum Industry Association – hereinafter referred to as FVMI – with its registered office at Wiedner Hauptstraße 63, 1045 Vienna, is the owner of the certification programs 'SCC-VAZ 2021 A' and 'SGU-Personal VAZ 2021 A'.

The Association of Accredited Certification Companies (VAZ e.V.), based in 22589 Hamburg, Holtbarg 12b, is the owner of the image and text marks associated with the program. These are registered and protected under number 30 2021 016 378 at the German Patent and Trademark Office. The FVMI is authorised by means of a licence agreement to use the SCC-VAZ 2021 and SGU-Personal VAZ 2021 programs, including the word and figurative mark of VAZ e.V.

With the SCC and SGU-Personal programs, the FVMI offers interested companies the opportunity to subject management systems for contractors and competence assessments of persons in the field of SGU to an accredited conformity assessment.

The service is provided by conformity assessment bodies (hereinafter referred to as KBS) that have contractually committed themselves to implementing the rules laid down in the program and can provide evidence of corresponding accreditation by their national accreditation body. The FVMI grants the use of the SCC and SGU Personnel programs to any conformity assessment body that has concluded a contract with the FVMI for their use and fulfils the above conditions.

In order to enable non-discriminatory access to the use of the programs, accreditation by the relevant national accreditation body (hereinafter referred to as NAB) is also permitted in addition to accreditation by Akkreditierung Austria. The decision as to whether another NAB includes the programs in its scope as accreditable programs or confirms to the applicant KBS that it does not offer SCC-VAZ 2021 A or SGU-Personal VAZ 2021 A and that accreditation by Akkreditierung Austria in accordance with Regulation (EC) 765/ 2008 Art. 7 1 b) is possible, is outside the responsibility of the program owner.

If a NAB other than Akkreditierung Austria wishes to include SCC VAZ 2021 A and/or SGU-Personal VAZ 2021 A in its scope, requirements have been defined by FVMI in accordance with EA 1/22 2.4, which are specified in more detail in Chapter 7 of this document.

With the publication of this document, the certification program is publicly available in accordance with EA 1/22 2.1.

CHAPTER 2 HISTORY

In industry, especially in refineries, chemical plants, power stations and steelworks, contractors are employed for technical services and temporary workers are employed by personnel service providers. Contractors are companies that provide specific technical services or work for their clients based on a service or work contract. Personnel service providers are companies that supply personnel to other companies, where they perform work in accordance with the Austrian Temporary Employment Act (Arbeitskräfteüberlassungsgesetz).

Due to their company management and the behaviour of their employees, contractors and temporary staff have a significant impact on the HSE standards of their clients and thus also on their quality standards. For this reason, companies in the industry review the HSE management systems of contractors and personnel service providers.

To standardise the testing procedure, the VCA (Veiligheids Checklijst Aannemers) and VCU (Veiligheids Checklijst Uitzendorganisaties) checklists were developed in the Netherlands and the SCC and SCP checklists in Germany and were included in the accreditation programs of the respective accreditation bodies RvA Raad voor Accreditatie (RvA) and TGA - Trägergemeinschaft für Akkreditierung GmbH (TGA) after appropriate review. From the outset, both systems have consistently implemented the respective national legal requirements in the area of SGU in their requirements for users. At that time, Austria closely followed the German procedure and subsequently adopted it. The Austrian Petroleum Industry Association (FVMI) acts as the licensee for Austria.

Since June 1996, certification bodies have been able to obtain accreditation from the TGA (and, slightly later, from the Austrian accreditation body) in accordance with the SCC/SCP regulations and offer certifications. In 1997/1998, an editorial committee of the DGMK e.V. – in which all relevant interested parties were represented – compiled the individual documents into a complete SCC set of rules, which came into force on 3 December 1998. The next revisions of the SCC regulations took place in 2002, 2006 and 2011. SCC (Safety Certificate Contractors) is a management system for contractors and personnel service providers seeking certification. It combines the requirements of (work) safety, health and environmental protection (SGU). The next revisions of the SCC regulations took place in 2002, 2006 and 2011.

Although developments in the SSVV VCA system have been considered in every revision of the SCC regulations in order to ensure ongoing mutual recognition of the systems and the equivalence of the corresponding certifications, both systems have developed independently in line with changes in national legislation and the requirements of interested parties. One example of this is the different requirements for the training and examination of operational staff and managers.

In 2020, VAZ e.V. took over ownership of the SCC and SGU-Personal programs in Germany and thus also responsibility for their maintenance. The current version of the SCC program (2021) represents the latest status and differs only in terms of adjustments to Austrian legal regulations.

CHAPTER 3 TERMS, DEFINITIONS

3.1 Standards-based Definitions

Table ZM01-1: Standards-based definitions:

Term:	Definition:
Certification program:	Certification system that applies to specific products to which the same defined requirements, specific rules and procedures are applied.
Certification requirements:	specified requirements, including product requirements, that are fulfilled by the customer as a condition for obtaining or maintaining certification
Product requirements:	Requirements that refer directly to a product and are specified in standards or other normative documents.
Scope of certification (subject of testing):	Specification: • of the product, process or service for which certification is granted, • of the certification program, • of the standard(s) and other normative documents (including date of publication) whose compliance has been assessed in relation to the product, process or service.
Program owner:	Person or organisation responsible for developing and maintaining a specific certification program.
Organisation, customer, applicant:	Organisation or person responsible to the certification body for ensuring that the certification requirements, including product requirements, are met. See also Contractors, Personnel Service Providers.
Conformity assessment body:	Certification body that uses the certification program in accordance with the conditions specified in program documents ZM01 to ZM03. Users of the certification program are referred to below as KBS.

3.2 Terms, Definitions

Table ZM01-2: Program-based definitions and abbreviations

Term:	Definition:
Accreditation Austria:	Akkreditierung Austria (AA) is an organisational unit of the Austrian Federal Ministry of Economy and is the national accreditation body in accordance with EU Regulation 765/2008.
Contractors:	Contractors are used in industry for technical services. Contractors are companies that provide specific technical services or work for their clients based on a service or work contract. Contractors can be

Term:	Definition:
	certified in the field of management systems based on the SCC requirements of SCC document 003.
National Accreditation Body (NAB)	The unique organisation in a Member State that carries out accreditation on behalf of that State. (in accordance with Article 2(11) of Regulation (EC) No 765/2008)
Employment agency:	Companies that supply personnel to other companies and carry out work there in accordance with the Austrian Temporary Employment Act (AÜG) (e.g. in refineries, chemical plants, etc.). Personnel service providers can obtain certification in management systems based on the SCP requirements of SCC document 023.
SGU:	Occupational safety, health protection and environmental protection.
SCC:	Management System Safety Certificate Contractors; generic term for the SCC management system (MS), which distinguishes between the two scopes SCC for contractors and SCP for personnel service providers. There are three standards in the SCC scope: SCC*, SCC** and SCC^P.
SCC-requester:	Mainly large companies and corporations in the mineral oil, chemical, energy and steel industries that require SCC or SCP certification from their contractors and personnel service providers.
SCC-requirements:	SCC certification basis for contractors published by FVMI (SCC document 003).
SCP-requirements:	SCP certification basis for personnel service providers published by the FVMI (SCC document 023).
SCC-Coordinator:	The SCC coordinator is the employee of the certification body who is responsible for the correct and complete implementation of SCC MS certification in accordance with the relevant rules for SCC and SCP certification and accreditation and who is qualified and appointed for this task.
SCC Sector Committee:	The SCC Sector Committee is responsible for maintaining the SCC program and the SGU Personnel Program, as well as for maintaining the requirements defined in this document; hereinafter abbreviated to SK-SCC.
SCC-Checklist:	The basis for SCC certification for the manufacturing industry and contractors, published by the FVMI.
SCP-Checklist:	The basis for SCP certification for personnel service providers, published by the FVMI.
Mandatory questions:	Mandatory questions are those marked with ⊠ in the SCC or SCP checklist.
Additional questions:	Additional questions are those marked with ☐ in the SCC or SCP checklist.

Term:	Definition:
ASchG:	Employee Protection Act
SFK-, STZ-, AMZ-AFa-VO:	Legal regulations concerning occupational health physicians, safety specialists and other occupational safety specialists
AÜG:	Temporary Employment Act
P:	Project
PR:	Project visits for recertification
PÜ:	Project visits during monitoring
PZ:	Project visits for certification
SFK:	Safety specialist in accordance with (SFK-VO), BGBl. Nr. 277/1995 i.d.F. BGBl. II Nr. 13/2007
UH:	Frequency of accidents

CHAPTER 4 SCOPES

The scope of the SCC certification program is divided into two industrial areas (scopes):

• SCC – certification for contractors/manufacturing industry
• SCP – certification for personnel service providers

SCOPE SCC

The Scope SCC distinguishes between three possible standards:

Standard	Definition:
$SCC^* =$ restricted certificate	The restricted certificate is intended for small companies with an average of ≤ 35 employees per calendar year (including trainees, apprentices and temporary workers) across the entire company that do not use subcontractors (contract for work) for technical services.
$SCC^{**} =$ unrestricted certificate	The unrestricted certificate is intended for companies with an average of more than 35 employees per calendar year (including trainees, apprentices and temporary workers) across the entire company.
$SCC^P =$ unrestricted certificate for petrochemical industry	The unrestricted SCCP certificate (Scope SCC) serves to fulfil specific and additional requirements in the petrochemical industry and in refineries. Of all three standards in Scope SCC, the assessment criteria here are the most comprehensive.

Companies with up to 35 employees that use subcontractors for technical services under a contract for work and services require SCC^{**} or SCC^P certification.

Companies are assessed based on the requirements of the SCC checklist (document 003) or SCP checklist (document 023).

SCOPE SCP

There is just one standard for Scope SCP:

Standard	Definition:
$SCP =$ Certificate for personnel service providers	SCP certification can only be obtained by personnel service providers who have introduced an SGU management system based on SCC document 023 in the SCC program.

A certificate is issued to confirm compliance with the specific certification program and the requirements specified therein based on ISO/IEC 17021-1:2015. The certificates are subject to annual monitoring and are generally valid for a limited period of three years.

CHAPTER 5 STRUCTURE OF THE TESTING AND CERTIFICATION DOCUMENTS

Certification programs include requirements for products, processes or services that are specified in standards or other normative documents. The testing and certification principles for the SCC certification program are specified in

- this general program description ZM01 A,

- the requirements for participating conformity assessment bodies ZM02 A and

- the program document ZM03 A in their currently valid versions

in accordance with ISO/IEC 17021-1.

The SCC program document ZM03 A, version 2020, incorporates the experience gained in recent years.

• Document 003 contains the SCC checklist for assessing the SCP management system of contractors and companies in the manufacturing industry

• Document 023 contains the SCP checklist for assessing the SCP management system of personnel service providers

Some questions in the checklists are accompanied by explanations:

• Document 006 explains question 12.6 of the SCC checklist on accident statistics and accident frequency

• Document 009 explains question 3.4 of the SCC and SCP checklists on hazardous work and activities in particularly hazardous work areas

• Document 010 explains questions 11.1 and 11.3 of the SCC checklist and contains a checklist for assessing subcontractors and a checklist for assessing personnel service providers

• Document 016 explains question 3.2 of the SCC and SCP checklists on internal SCP training and testing of contractors' operational employees

• Document 017 explains question 3.3 of the SCC and SCP checklists on external SCP testing of contractors' operational managers

• Document 018 explains question 3.2 of the SCC and SCP checklists on optional external HSE examination of contractors' operational employees

CHAPTER 6 THE BODIES IN THE CERTIFICATION PROGRAM

6.1 The program owner

The FVMI is the owner of the certification programs 'SCC-VAZ 2021 A' and 'SGU-Personal VAZ 2021 A'. It thus assumes all rights and obligations for keeping the program up to date and maintaining its accreditation status.

6.2 The SCC Sector Committee (SK-SCC)

The SK-SCC represents the interests of interested parties in the program. It ensures that the interests of interested parties are considered in the maintenance and further development of the program. Further details are regulated by the current version of the SK-SCC rules of procedure.

6.3 Committees

The SK-SCC has the right to establish committees for specific technical matters. These may be temporary or permanent. Further details are set out in the current version of the SK-SCC's rules of procedure.

CHAPTER 7 TERMS OF USE FOR THE PROGRAM

FVMI grants permission to use the certification programs 'SCC-VAZ 2021 A' and 'SGU-Personal VAZ 2021 A' to any conformity assessment party KBS that fulfils the following conditions:

• The interested party must prove to FVMI that it either already has customers who are or wish to become active within the scope of the 'SCC-VAZ 2021 A' or 'SGU-Personal VAZ 2021 A' certification program, or that it intends to acquire such customers.

• The interested body must conclude a contract with FVMI for the use of the SCC certification program.

1. After conclusion of the contract, KBS shall receive the non-public program documents required for applying for accreditation with NAB.

2. With this contract, FVMI grants KBS approval to carry out certifications based on the SCC-VAZ 2021 A certification program and in compliance with its requirements after accreditation has been granted.

3. The contract shall enter into force once the interested party has provided proof of accreditation based on ISO/IEC 17021-1 for the 'SCC' program by the national accreditation body.

4. The interested party undertakes to implement the conditions of this general program description ZM01 A, the requirements for participating KBS ZM02 A, the program documents ZM03 A and other applicable documents.

5. The interested party undertakes to use the 'SCC' logo and text mark in accordance with the conditions specified in the logo regulations.

• If a NAB other than Akkreditierung Austria offers accreditation against SCC-VAZ 2021 A based on the present program approval by Akkreditierung Austria ('program'), the accrediting NAB must observe the following program requirements to ensure consistency in the assessment and appropriate evaluation of the national laws implemented in the program in the areas of health and safety at work and environmental protection:

1. The accrediting NAB is aware that the obligation to conclude a licence agreement is an integral part of the program and a prerequisite for the use of the program and the trademark-protected quality mark. In the absence of a licence agreement, the suitability and reliability of the persons acting on behalf of the applicant KBS is not given, as they are in breach of their legal obligations towards the program owner.

2. Where possible and appropriate, Akkreditierung Austria shall be commissioned to carry out the assessments and witness audits in accordance with Article 7(3) of Regulation (EC) No 765/2008. This also applies if the KBS does not have a branch/operating site in Austria, but the SCC-VAZ 2021 A program is to be included in the accreditation.

3. If and to the extent that the involvement of Akkreditierung Austria in accordance with section 2 above is not appropriate, NAB shall, as far as possible, commission assessors who are approved by Akkreditierung Austria for SCC-VAZ 2021 A.

4. If it is not possible for the accrediting NAB to commission assessors approved by Akkreditierung Austria, it is incumbent upon the accrediting NAB to ensure that the assessors

have the appropriate competence through training and, upon request, to disclose to the program owner the basis for the appointment of the assessment staff and the corresponding proof of competence. This applies to how the assessors can adequately assess the national characteristics of the program, especially the national legal situation in Austria.

5. The accrediting NAB undertakes
      a. to communicate to the program owner, upon request, the results of peer evaluations relevant to the certification program in full,
      b. to inform the program owner of all complaints and objections relating to the content of the program. This also includes the disclosure of the corresponding anonymised excerpts from the procedural files of the accrediting NAB regarding the accreditation of an affected KBS.
      c.   inform the program owner and Accreditation Austria of all findings from assessments that concern fundamental questions about the requirements of the program or its accreditability.

• Further details are regulated in the FVMI contract with KBS and the FVMI design regulations.

CHAPTER 8 THE CERTIFICATION PROCEDURE

Companies with a defined legal form, such as AG, GmbH, KG, OHG, UG or owner-managed companies, are eligible for certification. Under certain conditions, branches or organisational units of companies are also eligible for certification. Further details are set out in program documents ZM02 A and ZM03 A.

Companies that are not based in Austria but would like to operate in German-speaking countries can also obtain SCC or SCP certification. The basis for this is the SCC program available in German or English.

In general, certification can only be granted once the company's relevant guidelines and documents have been in force for at least three months.

A company seeking certification contacts a certification body accredited for the SCC area by a national accreditation body and applies for assessment in accordance with the SCC checklist (SCC*, SCC** or SCC^P certification) and/or the SCP checklist (SCP certification). Once the certification body has received all SCC- or SCP-relevant information from the company, it can submit an offer to the applicant.

Lists of accredited certification bodies are published on the program owner's website: www.scc-austria.at

After completion of the contract and appointment of an auditor or audit team, the certification process is carried out in two stages. In stage 1, the company's SGU documentation is evaluated, and an initial audit is carried out at the company to determine its readiness for certification for the scope applied for in consultation with the company management and employees. If the stage 1 audit is successfully completed, the stage 2 audit can be planned and carried out. In addition to the company's site(s), the auditor also visits construction sites, production facilities and assembly sites, observes the SGU framework conditions under which work is carried out, interviews employees at work and inspects evidence to assess all applicable checklist questions.

After a successful audit, the certification body issues a certificate. The issuance of an SCC or SCP certificate does not exempt the company from its legal obligations.
During the three-year validity period of the certificate, the certification body must verify annually that the company's SGU-management system is being maintained. Monitoring audits are carried out for this purpose. Before the certificate expires, the company can apply for a certificate renewal. In this case, the certification body must carry out a complete re-evaluation in a re-certification audit.

CHAPTER 9 IMPLEMENTATION

This general program description shall enter into force upon publication.

Vienna, March 8th, 2024

The Chairman of SK-SCC

The Management of FVMI

ANNEX - APPLICABLE DOCUMENTS

List of applicable documents:
- ZM02 A Requirements for participating KBS, Part 1
- ZM02 A Requirements for participating KBS, Part 2.1, ISO/IEC 17021-1
- ZM02 A Requirements for participating KBS, Part 2.2, Annexes
- ZM03 A SCC program consisting of:
    - ZM03 A - Doc 003 – SCC checklist
    - ZM03 A - Doc 023 – SCP checklist
    - as well as the explanatory documents:
    o ZM03 A - Doc 006
    o ZM03 A - Doc 009
    o ZM03 A - Doc 010
    o ZM03 A - Doc 016
    o ZP03 A - Doc 017
    o ZP03 A - Doc 018
- SCC design regulations
- Rules of Procedure of the SK-SCC
- SCC Complaints Process
- SCC Sample Certificates