

# Certification program

## SGU- Personal VAZ 2021 A

### ZP01 A

#### General program description

#### Introduction and overview

**Version 2.0**  
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**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.

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## Table of Contents

Chapter 1 Introduction .....	3
Chapter 2 History .....	4
Chapter 3 Terms, Definitions.....	6
3.1 Standards-based Definitions .....	6
3.2 Program-based definitions and acronyms .....	6
Chapter 4 Scope of application .....	9
Chapter 5 Structure of the testing and certification documents .....	10
Chapter 6 The bodies in the certification program .....	11
6.1 The program owner.....	11
6.2 The SCC Sector Committee (SK-SCC).....	11
6.3 Committees .....	11
Chapter 7 Terms of Use for the KBS Program .....	12
Chapter 8 The certification process .....	14
Chapter 9 Entry into force.....	15
Annex - Applicable documents .....	16

# 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 Association of the Mineral Oil Industry (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 each revision of the SCC regulations considered developments in the SSVV VCA system 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.

The German and Austrian program for SGU personnel differs significantly from the VCA system in two respects:

- 1) Based on the legal obligation for companies to appoint a safety specialist (§ 76 ASchG) and the requirements for the qualification of these persons (SFK-VO), the Austrian SCC regulations allow for the internal training and testing of operational employees. These training courses and examinations are not part of the SGU personnel certification program but are regulated and recognised in the SCC certification program.

2) The SCC requirements have always stipulated that external examinations of operational employees and managers can only be recognised if they are carried out as part of an accredited personnel certification program.

These differences result in the requirements for SGU personnel being similar in content to those of VCA, but the programs existing as two separate national systems.

In 2020, VAZ e.V. took over ownership of the SCC and SGU personnel programs in Germany and thus also responsibility for their maintenance. The current SCC program in version 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 ZP01-1: Standards-based Definitions

<i>Term:</i>	<i>Definition:</i>
<i>Certification program:</i>	Zertifizierungssystem, das sich auf bestimmte Produkte bezieht, auf welche dieselben festgelegten Anforderungen, spezifischen Regeln und Verfahren angewendet werden
<i>Certification requirements:</i>	specified requirements, including product requirements, that are met by the customer as a condition for establishing or maintaining certification
<i>Product requirements:</i>	Requirements that relate directly to a product and are specified in standards or other normative documents.
<i>Scope of certification (subject of testing):</i>	Specification: <ul style="list-style-type: none"><li>• of the product, process or service for which certification is granted,</li><li>• of the certification program,</li><li>• 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.</li></ul>
<i>Program owner:</i>	Person or organisation responsible for developing and maintaining a specific certification program. Also called program holder.
<i>Organisation, customer, applicant:</i>	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.
<i>conformity assessment body:</i>	Certification body that uses the certification program in accordance with the conditions specified in program documents ZP01 to ZP03. Users of the certification program are referred to below as KBS.

### 3.2 PROGRAM-BASED DEFINITIONS AND ACRONYMS

Table ZP01-2: Program-based definitions and acronyms

<i>Term:</i>	<i>Definition:</i>
<b>Akkreditierung Austria</b>	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.

**Term: Definition:**

<b>Contractors:</b>	In industry, contractors are used for technical services. Contractors are companies that provide specific technical services or work for their clients on the basis of a service or work contract. Contractors can be certified in the field of management systems on the basis of the SCC requirements of SCC document 003.
<b>National accreditation body (NAB)</b>	The only body in a Member State that carries out accreditations on behalf of that State. (in accordance with Article 2(11) of Regulation (EC) No 765/2008)
<b>Personnel Service Provider:</b>	Companies that supply personnel to other companies and carry out work there in accordance with the German Temporary Employment Act (AÜG) (e.g. in refineries, chemical plants, etc.). Personnel service providers can obtain certification in the area of management systems based on the SCP requirements of SCC document 023.
<b>SGU:</b>	(Work) safety, health protection and environmental protection.
<b>SCC:</b>	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 <sup>P</sup> .
<b>SCC claimer:</b>	Usually, large companies and corporations in the mineral oil, chemical, energy and steel industries that require SCC or SCP certification from their contractors and staffing agencies.
<b>SCC-requirements:</b>	SCC certification basis for contractors published by FVMI (SCC document 003).
<b>SCP- requirements:</b>	SCP certification basis for personnel service providers published by the FVMI (SCC document 023).
<b>SCC-Coordinator:</b>	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 activity.
<b>SCC- Sector Committee:</b>	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.
<b>SCC-Checklist:</b>	The basis for SCC certification for the manufacturing industry and contractors, published by the FVMI.
<b>SCP-Checklist:</b>	The basis for SCP certification for personnel service providers, published by the FVMI.

**Term: Definition:**

<b>Mandatory questions:</b>	Mandatory questions are those marked with <input checked="" type="checkbox"/> in the SCC or SCP checklist.
<b>Additional questions:</b>	Supplementary questions are those marked with a <input type="checkbox"/> in the SCC or SCP checklist.
<b>ASchG:</b>	Employee Protection Act
<b>SFK-, STZ-, AMZ-AFa-VO:</b>	Legal regulations concerning doctors of occupational medicine, safety specialists and other occupational safety specialists
<b>AÜG:</b>	Labour Supply Act
<b>P:</b>	Project
<b>PR:</b>	Project visits during recertification
<b>PÜ:</b>	Project visits during monitoring
<b>PZ:</b>	Project visits during certification
<b>SFK:</b>	Safety specialist in accordance with (SFK-VO), BGBl. No. 277/1995 i.d.F. BGBl. II No. 13/2007
<b>UH:</b>	accident frequency



## CHAPTER 4 SCOPE OF APPLICATION

The scope of the SGU Personnel Certification Program covers the certification of operational personnel employed by contractors and personnel service providers in the SGU area. The program distinguishes between two qualification levels:

- Operational employees in accordance with Document 018 of the SGU Personnel VAZ 2021 A
- Operational managers in accordance with document 017 of the SGU Personnel VAZ 2021 A

Confirmation of conformity with the specific certification program and the requirements specified therein on the basis of ISO/IEC 17024 is provided by issuing a certificate. The certificates are not subject to monitoring and are generally valid for a limited period of 5 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 set out in

- this General Program Description ZP01 A,
  - the requirements for participating conformity assessment bodies ZP02 A and
  - the program document ZP03 A, as amended
- in accordance with ISO/IEC 17024.

The SGU personnel program document ZP03 A incorporates the experience gained in recent years. It consists of the following documents:

- ZP03 A - Doc 001 SGU examination question catalogue for operational employees and managers at the operational level
- ZP03 A - Doc 017 "SGU examination of operational managers by accredited personnel certification bodies
- ZP03 A - Doc 018 "Optional SGU examination of operational employees by accredited personnel certification bodies
- ZM03 A - Doc 003 'SCC requirements' - here requirements 3.2 and 3.3
- ZM03 A - Doc 023 'SCP requirements' - here requirements 3.2 and 3.3

# **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 issues. 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 KBS PROGRAM

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

- The interested party must prove to the 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 wishes to acquire such customers.
- The interested party must conclude a contract with the FVMI for the use of the SGU-Personal certification program.
  - After conclusion of the contract, the KBS receives the non-public program documents required for applying for accreditation with the NAB.
  - With this contract, the FVMI grants the 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. The contract shall enter into force upon provision of proof by the interested party of accreditation based on ISO/IEC 17024 for the 'SGU personnel' program by the national accreditation body.
  - The interested party undertakes to implement the conditions of this general program description ZP01 A, the requirements for participating KBS ZP02 A, the program document ZP03 A and other applicable documents.
  - 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 SGU-Personal VAZ 2021 A based on the present program approval by Akkreditierung Austria (program), the accrediting NAB must observe the following program requirements in order to ensure consistency in the assessment and appropriate evaluation of the national laws implemented in the program in the areas of occupational health and safety 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 test 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 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 program SGU-Personal VAZ 2021 A 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 SGU personnel VAZ 2021 A.
  4. If it is not possible for the accrediting NAB to commission assessors approved by Akkreditierung Austria, it is the responsibility of 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 personnel and the corresponding proof of competence. This applies in particular to how assessors can adequately assess the national characteristics of the program, especially the national legal situation in Austria.

5. The accrediting NAB undertakes to
  - a. upon request by the program owner, to communicate the results of the certification program relevant to the program owner from 'peer evaluations' in full,
  - a. to inform the program owner of all complaints and objections that relate 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.
  - b. informs 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 SCC character set regulations.

## CHAPTER 8 THE CERTIFICATION PROCESS

The certification program is directed at:

- Operational managers who are authorised to issue instructions and are involved in service provision, e.g. site managers, project managers, master craftsman, technician, foreman, senior mechanic, supervisor – in the field of personnel services, this also includes dispatchers (in accordance with document ZP03 A – Doc 17)
- Operational employees who are directly involved in service provision, e.g. workers, skilled workers, fitters (in accordance with document ZP03 A – Doc 18).

All persons who meet the admission requirements (see ZP02 A, Table 2) and accept the conditions of the certification program can apply for certification at participating conformity assessment bodies that have SGU personnel accreditation based on ISO/IEC 17024.

The examination content and examination procedures are specified in the ZP03 A documents. Further details are regulated by the examination and certification regulations of the KBS.

The certificates are not subject to monitoring and are generally valid for a limited period of 5 years.

## **CHAPTER 9 ENTRY INTO FORCE**

This general program description shall enter into force upon publication.

Vienna, 8 March 2024

The Chairman of SK-SCC

The Management of FVMI

## ANNEX - APPLICABLE DOCUMENTS

List of applicable documents:

- ZP02 A Requirements for participating KBS, Part 1
- ZP02 A Requirements for participating KBS, Part 2.1, ISO/IEC 17024
- ZP02 A Requirements for participating KBS, Part 2.2, Appendices
- ZP03 A SGU personnel program consisting of:
  - ZP03 A – Doc 001 SGU examination question catalogue for operational employees and managers at the operational level
  - ZP03 A - Doc 017 'SGU examination of operational managers by accredited personnel certification bodies'
  - ZP03 A – Doc 018 'Optional SGU examination of operational employees by accredited personnel certification bodies'
  - ZM03 A – Doc 003 'SCC requirements' – here requirements 3.2 and 3.3
  - ZM03 A - Doc 023 'SCP requirements' - here requirements 3.2 and 3.3
- SCC Charter
- Rules of procedure of the SK-SCC
- SCC complaints process
- Sample SCC certificates