

# SGU PERSONNEL VAZ DOCUMENT 018

OPTIONAL SGU EXAMINATION OF OPERATIONAL EMPLOYEES BY DAKKS-ACCREDITED PERSONAL CERTIFICATION BODIES

EXPLANATIONS TO QUESTION 3.2 OF DOCUMENT 003 AND DOCUMENT 023

**Please note:**

The program names SCC-VAZ 2021 and SGU Personnel VAZ 2021 are described below as SCC and SGU Personnel for ease of reading.

Only the original German version is considered binding. No liability is accepted for any discrepancies, misunderstandings, or errors resulting from the translation.

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## **Chapter 1 Introduction**

In documents 003 and 023, mandatory question 3.2 requires a successfully completed, recognized SGU examination for operational contractor employees.

Document 016 contains explanations on how to fulfil this requirement. The Austrian occupational safety system makes it possible to draw on the expertise, experience and reliability of trained occupational safety specialists in employee training and examination companies.

However, some clients require examination acceptance by accredited personal certification bodies. There are also companies who prefer to have the examinations of operationally active employees carried out externally. To be able to systematically fulfil such requirements and standards, the possibility of an optional examination by accredited certification bodies for persons according to document 018 was created.

This document 018 contains general specifications for an optional examination of operational employees by accredited certification bodies.

The SGU examination in accordance with document 018 is carried out by accredited certification bodies for persons, which are accredited for the SGU program of FVMI at Akkreditierung Austria.

Details can be found in the documents concerning the certification program for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of FVMI (documents ZP01 - ZP03, abridged version: SGU program).

## **Chapter 2 SGU list of examination questions**

FVMI is the owner of the SGU list of examination questions for operative employees and managers at the operational level and is responsible for its maintenance. The SGU list of examination questions is revised at regular intervals and is therefore adapted to the results of the workplace and activity analysis in consultation with interested parties and on the basis of the latest occupational safety and environmental protection legislation and appropriate findings from practice.

The latest version of the SGU list of examination questions is binding for the optional SGU examination of operationally active employees by accredited personal certification bodies.

The SGU list of examination questions is available from FVMI in German and English only.

Personnel certification bodies accredited by Akkreditierung-Austria for the SGU program receive the SGU exam question catalog with answers for employee questions (SCC-OTM) and management questions (SCC-OTF). Users and other persons receive the SGU exam question catalog with answers only for employee questions.

## **Chapter 3 Participants**

It is the responsibility of the company to identify those operational employees who should take the optional SGU examination via accredited personal certification bodies using document 018 rather than the in-house SGU training and examination (see document 016).

It is up to the company to decide whether employees who have not yet reached the age of 18 will be tested and certified if they fulfil the entry requirements in accordance with Document 018.

## **Chapter 4 Examination modalities**

### **4.1 Entry requirements**

Participation in the SGU examination and the issuing of the certificate is associated with entry requirements which result from the "Certification Program for Operational Personnel of Contractors in the SGU Area with Rules for the Application of DIN EN ISO/IEC 17024 for the Certification of Persons on the Basis of the SGU Program" document of FVMI.

### **4.2 Compilation of the examination documents**

The accredited personal certification body must ensure that only the latest SGU list of examination questions is applied.

The SGU list of examination questions contains 14 subject areas, identified by the letters A - N. There are learning objectives for each subject area. For the SGU examination of operationally active employees, 40 learning objectives must be selected by the accredited personnel certification body in accordance with the distribution specifications in Table 018-1. When the learning objectives are being selected, it is possible to take the particular qualifications and intended activities of the persons being tested into consideration.

One multiple-choice question must be selected for each of the 40 learning objectives selected in accordance with Table 018-1. For each multiple-choice question, 4 answers are offered, of which only one is correct. In the questionnaire, multiple-choice questions relevant to employee examinations are marked with an M after the hyphen (e.g., A01-M01). The multiple-choice questions marked with an F after the hyphen (e.g. A02-F01) are intended exclusively for examining senior management and are not relevant here.

The 40 multiple-choice questions selected in this way are to be compiled in a task booklet in random order without naming the question number.

Table 018-1: Distribution of the learning objectives to the individual subject areas

Subject area	<b>EMPLOYEES</b>	
	Time: 60 min Default: 40 LZ / Questions Passed: 28 Correct	
	Learning ob- jective actual	Target learning objective
A Legal provisions	10	2
B Hazard and risk assessment	5	2
C Causes of accidents, accident prevention and accident reporting	2	1
D Conduct in compliance with the safety regulations	4	2
E Operational organization	3	1
F Workplace and activity specifications	8	4
G Emergency measures	6	1
H Hazardous substances	23	4
I Fire and explosion protection	10	3
J Work equipment	12	6
K Working procedures	15	6
L Electricity and radiation	5	3
M Workplace design	8	1
N Personal Protective Equipment (PPE)	9	4
Total		40

### 4.3 Examination and examination evaluation

The examination booklet must be completed by the candidates within 60 minutes without any aids.

At the end of the examination, the results are evaluated by the accredited personal certification body. The examination of operational employees is regarded as passed if at least 70% of the questions have been answered correctly, i.e. if at least 28 correct answers have been given. If an SGU exam is not passed, it can be repeated any number of times.

### 4.4 Certification

The successful examination candidates will be issued with an SGU certificate by the accredited personal certification body.

The validity of an SGU certificate obtained in the initial certification begins on the day of the positive certification decision and is valid for 5 years from the day of the successful examination minus 1 day.

It is advisable to use the safety pass to enter the successfully passed examination (see document 003/023, question 3.6).

### 4.5 Documentation and analysis

The accredited personal certification body must record how often an examination question has been selected and ensure that repetitions are kept within limits. The statistical evaluation is the responsibility of FVMI as the owner of the SGU examination questionnaire. Details can be found in the documents concerning the certification program for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of FVMI (documents ZP01 - ZP03, abridged version: SGU program).

## **4.6 Examination of foreign language-speaking employees**

For the examination of employees who do not understand or are not sufficiently proficient in German or English, the accredited personnel certification body must translate the task booklet with the selected 40 multiple-choice questions and/or may use an interpreter in the examination. The basis is always the current SGU list of examination questions in German. Details can be found in the documents concerning the certification program for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of FVMI (documents ZP01 - ZP03, abridged version: SGU-Program).

## **Chapter 5 Personal certification bodies**

The accreditation of personnel certification bodies for the SGU program based on ÖNORM EN ISO/IEC 17024 is the responsibility of Akkreditierung Austria.

Details can be found in the documents concerning the certification program for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of FVMI (documents ZP01 - ZP03, abridged version: SGU-Program).

The current list of personal certification bodies accredited by Akkreditierung Austria for the SGU program can be viewed on the homepage

[www.scc-austria.at](http://www.scc-austria.at)