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## Appendix 2

### **Information/ comments on the requirements for participation in HSE- personnel examinations and the established examination procedures**

#### **Requirements/comments**

##### **Proof of course attendance:**

If no vocational training according to the vocational training act (BBiG) or an equivalent or higher qualification is available, an alternative training course must be successfully completed and certification of this presented. The training must take place over a minimum of 3 days with a total of 24 teaching hours (of 45 minutes each). Only courses by training institutions which can provide the certification body with evidence of the required learning objectives of the individual subject areas for the respective qualification according to the Normative Document – Personnel Certification: operational personnel in the area of HSE are acknowledged.

#### **Important information**

- Trained occupational safety specialists who are operational managerial staff as well as holders of a VCA<sup>1</sup> certificate do not require an HSE personnel certificate, i.e. these people do not have to successfully complete an SCC<sup>2</sup> personnel examination.
- Employees who have decided in favour of alternative demand-oriented, occupational-medical and safety-related care (entrepreneur model) according to German statutory accident insurance (DGUV) regulation 2 and who are not trained as safety experts must successfully pass the HSE personnel examination for operational managerial staff for fulfilment of SCC/SCP<sup>3</sup> checklist question 3.3.
- Foremen:  
Not all people referred to as “foremen” in SCC-certified companies have to be automatically classified with the qualification level “operational managerial staff”. However, this is the case if operational managerial staff (supervisors, master craftsmen, construction site managers, etc.) do not generally oversee the work on the construction site during provision of service and the “foreman” holds a position of responsibility or leadership. In this case, a “foreman” must take the SCC examination according to document 017 of the normative SCC regulation “Operational Managerial Staff”.
- Each individual case is to be checked by the accredited personnel certification body, whether the requirements regarding the training are fulfilled, i.e. the admission requirement is fulfilled. The following table can be used for guidance. The table is valid for the qualification „Operational Employees“ according to document 018 of the normative SCC regulation as well as „Operational Managerial Staff“ according to document 017 of the normative SCC regulation and contains minimum requirements regarding proof of fulfillment. It is up to the candidate to provide suitable proof of fulfillment of admission requirements.

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<sup>1</sup> VCA = Contractor’s Safety Checklist

<sup>2</sup> SCC = Safety Certificate Contractors

<sup>3</sup> SCP = Safety Certificate for Personnel Service Providers

Vocational training in Germany	Vocational training abroad	Not officially qualified people from Germany and abroad
Individuals with completed vocational training according to the vocational training act (BBiG) and individuals with qualifications corresponding to qualification group 1,2,3, or 4* according to appendix 13 of the SGB VI.**  Proof: Vocational training certificate – e.g. skilled workers certificate, master craftsman certificate, degree certificate	Individuals whose qualification corresponds to qualification group 1,2,3 or 4* according to appendix 13 SGB VI** with a minimum of 1 years work experience in Germany, thus having knowledge of protection of health, safety and the environment in Germany  Proof: Foreign vocational training certificate – e.g. skilled worker certificate, master craftsman certificate, degree certificate + Employer confirmation of a minimum of 1 years work experience in Germany.	Individuals whose qualification corresponds to qualification group 5* according to appendix 13 SGB VI,** however who have gained the equivalent skills of a state recognised vocational qualification through 3 years work experience generally equivalent to qualification group 4. As such they have knowledge of occupational safety and environmental protection in Germany.  Proof: Employer confirmation of a minimum of 3 years work experience in Germany in a state recognised occupation
Or Still valid*** HSE training including examination according to Document 016 (version 2006 or 2011 or possibly version 2002) Proof: SGU examination certificate according to document 016 (version 2006, 2011 or possibly version 2002) or documentation according to normative document chapter 5.2.2.		
Or Still valid*** SGU examination according to document 017 or 018 (version 2006 or possibly 2002) Granted before 01/01/2012  Proof: SGU examination certificate according to document 017 or 018 (version 2006 or possibly 2002) Granted before 01/01/2012		

### Examination procedures

The examination of operational managerial staff as well as operational employees takes place in the form of a written examination. Reference material is **not** permitted in examinations.

#### **Written examination:**

	Operational managerial staff	Operational employees
<b>Duration</b>	105 minutes	60 minutes
<b>Questions</b> (multiple choice)	70	40
<b>Minimum score</b> (at least 70 %)	49	28

For each multiple choice question, there are 4 answers to choose from, only one of which is correct. Questions answered correctly receive 1 point. Incorrect questions or questions which have been answered unclearly or not at all do not receive any points.

### Validity of the certificate

The validity of the certificates for operational managerial staff and operational employees is 10 years.

For renewed certification, the requirements are the same as those for the first certificate. The candidates must take a written examination and a new certification order must be presented to the certification body along with the necessary supporting documents before taking the examination.

The renewed certification is issued by the certification body and is valid for a further 10 years after successfully passing the examination.

Should your admission requirements fail to be sufficiently documented, you may complete them within 3 months. If the documents cannot be provided completely within this period, the examination will be invalidated and the certification process closed.

\* [http://www.sozialgesetzbuch.de/gesetze/06/index.php?norm\\_ID=0641300](http://www.sozialgesetzbuch.de/gesetze/06/index.php?norm_ID=0641300)

\*\* [http://berufsbildendeschule.bildung-rp.de/fileadmin/user\\_upload/bbs/berufsbildendeschule.bildung-rp.de/Verzeichnis\\_der\\_anerkannten\\_Ausbildungsberufe\\_2011\\_\\_Bundesanzeiger\\_.pdf](http://berufsbildendeschule.bildung-rp.de/fileadmin/user_upload/bbs/berufsbildendeschule.bildung-rp.de/Verzeichnis_der_anerkannten_Ausbildungsberufe_2011__Bundesanzeiger_.pdf)

\*\*\* Should the validity of the HSE-Examination certificate according to doc. 016, 017 or 018 have expired, this can be accepted as fulfillment of admission requirements in exceptional cases, provided the renewal examination is taken within 3 months of expiry of the old certificate.