



Safety, Health and Environment Checklist Contractors

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Abbreviations, definitions and glossary

Abbreviations

BE	Belgium
BELAC	Belgian Accreditation Organization (BE)
BeSaCC	Belgian Safety Criteria for Contractors (BE)
B-SCC	Basic Elements of Safety SCC
CCE-SCC	Central Committee of Experts SCC (NL)
CB	Certification Body
CSM	Contractor Safety Management
HVK	<i>Hogere VeiligheidsKunde</i> ('Occupational safety and health, Higher level') (NL)
IF	Injury Frequency rate
LMRA	Last Minute Risk Analysis
MVK	<i>Middelbare VeiligheidsKunde</i> ('Occupational safety and health, Intermediate level') (NL)
NL	Netherlands
PPE	Personal Protective Equipment
SSVV	Foundation Cooperation for Safety (NL)
TRA	Task-Risk Analysis
ECE-SCC	Executive Committee of Experts SCC (BE)
SCC	Safety, Health and Environment Checklist Contractors
SCP	Safety, Health and Environment Checklist Principals
SCT	Safety and Health Checklist Temporary Employment Agencies
SH	Safety & Health
SHE	Safety, Health and Environment
SOS-SCC	Safety for Operational Supervisors SCC
Vzw	Non-profit Association (BE)
Zzp	Self-employed persons without personnel

Definitions and glossary

Contractor

The (legal) person commissioned to carry out the work by the principal who arranges for the completion of the work on the principal's premises by the contractor's employees working under the contractor's responsibility and supervision.

Near miss

An undesirable occurrence which, in different circumstances, could have resulted in physical injury.

Assurance

The organization of the work in a manner such that it can be demonstrated that it is carried out in the required manner. This entails:

- › the presence of an up-to-date procedure;
- › an officer responsible for the implementation of the procedure;
- › traceability/demonstrability.

Certification status

The current condition of the company's certification:

- › The company has certification.
- › The company's certification has been suspended.
- › The company's certification has been revoked or nullified.

Accidents requiring first aid

Accidents resulting in injury that requires first aid.

Main branch

Within the context of the SCC, a main branch is understood as the establishment that manages, supervises and assesses the sub-branches.

IF (Injury Frequency Rate)

This is the number of lost-time accidents per 1,000,000 worked man-hours, expressed in terms of the Injury Frequency Rate.

$$\text{IF (Frequency Rate)} = \frac{\text{number of lost-time accidents} \times 1,000,000}{\text{number of hours worked}}$$

N.B:

- › This relates to all lost-time accidents in the entire company or with respect to the activities of the organizational unit for which SCC certification is being requested, inclusive of temporary employees.
- › When no information is available about the total number of hours worked then the number of hours worked per employee (FTE) is assumed to be 1600 hours.

The accident statistics must be verified during every audit.

Complaint

An expression of dissatisfaction about SHE issues.

Staff

- › employees with whom the company has contracted an employment contract for a definite or indefinite period;
- › temporary employees: staff from temporary employment agencies, staff on secondment, trainees, job students;
- › self-employed persons without personnel working under the authority of the contractor (not permitted in Belgium).

Sub-branches

Within the context of the SCC, a sub-branch is understood as a local establishment that is managed from the main branch. The sub-branches carry out the same activities, or some of the same activities covered by the SCC certification.

Subcontractor

The legal or natural person commissioned/contracted by the contractor to carry out part of the work/project.

Accident resulting in modified duties:

An accident accompanied by injury that does not result in lost time of more than one day, not including the day of the accident, and gives cause to the assignment of temporary duties to the victim.

Lost-time accident

An accident accompanied by injury that results in lost time of more than one day, not including the day of the accident.

Non lost-time accident

An accident accompanied by injury which requires medical attention or first aid that does not result in lost time of more than one day, not including the day of the accident.

Principal

The legal or natural person who commissions/contracts the contractor to carry out the work/project

Unsafe act

Act that can result in personal injury or environmental or other damage.

Unsafe situation

Situation that can result in personal injury or environmental or other damage.

Operational supervisors

Employees responsible for the management of operational employees.

Operational employees

Employees carrying out work at the principal or at their own workplace that falls within the scope of the activities for which SCC certification is being requested.

Organizational unit

A recognizable and identifiable department within the company.

Project

An activity which meets one or more of the following criteria:

- › duration in excess of 30 working days and involving at least 20 employees (inclusive of the employees of any subcontractors) in the activity;
- › duration in excess of 500 man-days;
- › there is specific high-risk work involved;
- › every activity that the certified company designates as a project.

Toolbox meeting

An SHE meeting at which supervisors and operational employees discuss SHE issues. These are intended to further communication between supervisors and operational employees.

Temporary employee

A person a temporary employment agency supplies to a hirer for the performance of work under the hirer's hierarchical authority and supervision.

SHE officer (Belgium: prevention consultant)

A person who possess the expertise and experience required to provide support/advice to the employer in the areas of Safety, Health and Environment.

SHE incident

An undesirable occurrence that may result in damage and/or injury. Incidents (see Section 11) include the following:

- › lost time accidents;
- › accidents resulting in modified duties;
- › accidents not resulting in lost time (without or with medical attention or first aid);
- › near misses;
- › unsafe situations and acts;
- › accidents which do not result in personal injury but do result in damage or environmental damage.

Work location/project location

The location or the company at which or the project for which the contractor carries out the work for which the contractor has been commissioned/contracted.

Workplace

The place at the work location where the contractor's employees are physically engaged in the work.

Procedure

1. Introduction

This procedure is governed by all the requirements of ISO/IEC 17021-1. The SCC system contains solely the specifications and supplements required for the SCC.

This document lays down the procedure to be adopted for the certification of the contractor's SHE (SHE = Safety, Health and Environment) management system. The document also reviews the certification process, inclusive of the roles played by all those involved.

The procedure relates to the evaluation and certification of contractors' SHE management systems in accordance with the requirements imposed on those systems pursuant to the SCC. SCC certification is intended for contracting companies that carry out operational work at their principals (work in factories, on installations, in workshops and at project sites).

SCT (Safety and Health Checklist Temporary Employment Agencies and Intermediaries) is intended for *temporary employment agencies* that make temporary staff available to contractors/hirers together with their hierarchical authority and supervision. The temporary employees carry out operational work.

SCP (Safety, Health and Environment Checklist Principals) is intended for *principals* who prescribe SCC certification for contractors who carry out operational work on their site and their installations. SCP is also intended for *project bureaux* commissioned by principals to arrange for contractors to carry out operational work.

The SCC and SCT certification schemes prescribe that the certification body has received accreditation from an accreditation body that grants accreditation for the SCC and SCT certification systems on the basis of the ISO/IEC 17021 standard. This is not required by the SCP certification scheme.

2 Ownership and management of the certification scheme

2.1 Ownership of the SCC

The SCC is drawn up and managed by the Central Committee of Experts SCC (CCE-SCC) with input from the Executive Committee of Experts (ECE-SCC). The Foundation Cooperation For Safety (SSVV) is the owner of the SCC brand name and logo, and within this capacity has registered the international rights for their use.

The SSVV/CCE-SCC has authorized the vzw Contractor Safety Management (CSM) to make use of the SCC certification system in Belgium. The Belgian vzw CSM and ECE-SCC fulfil equivalent roles to those of the Dutch SSVV and CCE-SCC.

2.2 Management of the SCC certification scheme

The CCE-SCC acts as the implementing body in the Netherlands, manages the SCC certification scheme and monitors the quality of the scheme.

The ECE-SCC acts as the implementing body in Belgium and fulfils the same role as the CCE-SCC.

Both the CCE-SCC and the ECE-SCC are comprised of equal numbers of representatives from trade/sectoral organizations of commissioning companies and contractors. The members of the CCE-SCC and ECE-SCC are listed on the www.vca.nl and www.besacc-vca.be websites.

2.3 List of decisions

Decisions on SCC issues reached by the CCE-SCC and ECE-SCC are published on the websites of both parties (www.vca.nl and www.besacc-vca.be) and, consequently, are integral elements of the SCC.

3. Scope

SCC certification is intended for contracting companies that carry out operational work at their principals, for example in factories, on installations, in workshops and at project sites. This relates to work in fields including the following:

- › mechanical engineering;
- › electrical engineering and process control;
- › structural engineering;
- › civil engineering work;
- › other engineering services, such as:
 - insulation
 - scaffolding construction
 - industrial cleaning
 - shot blasting/conservation
 - vertical transport

A contractor's SHE performance is determined by factors including the appropriate operation of the contractor's SHE management system and the appropriate operation of the principal's SHE management system. The SCC relates to the contractor's SHE management system for the contractor's employees and temporary employees and the employees of the subcontractors.

The SCC (Safety, Health and Environment Checklist for Contractors) originates from – and was in the first instance developed by – the petro(chemical) industry, and is based on best practices in the (petro)chemical industry. Principals and contractors outside the (petro)chemical industry can also make use of the SCC system, provided that they comply with all the requirements prescribed by the system.

The principal usually determines whether SCC certification is necessary and, if so, which level of certification is required (SCC*, SCC** or SCC Petrochemical). Principals then need to give careful consideration to the operational work for which SCC certification is required and to the certification level that is most compatible with the content of the work.

4. SCC Checklist

4.1 Three certification levels

A distinction is made between three levels of SCC certification.

SCC*

Focused on the direct control of SHE at the workplace, without calling in subcontractors.

SCC**

Focused on the control of SHE at the workplace, as well as on the SHE structure (including SHE policy, SHE organization, and improvement management).

SCC Petrochemical

Focused on the direct control of SHE at the workplace, the SHE structure (including SHE policy, SHE organization, and improvement management), and on specific supplementary requirements for the petrochemical industry.

4.2 Compulsory questions and supplementary questions

The SCC checklist is comprised of "compulsory questions" recognizable from */**/P and supplementary questions recognizable from □. SCC* has only compulsory questions.

A question is answered in the affirmative solely when all the minimum requirements and the objective stipulated in connection with that question are met and achieved and the relevant documents are given a favourable assessment.

A compulsory question which is deemed to be inapplicable should be answered in the negative. It will not then be possible to issue a SCC certificate, unless stated otherwise.

4.3 Substantiation of the assessment in the audit report

The auditor begins by determining, for each question, whether all the necessary documents are in order and whether all the minimum requirements are met for each question. The auditor then gives substantiation for all the *minimum requirements in italics*. The auditor then assesses whether the *objective of each question in italics* is achieved; this is always accompanied by substantiation. Information about the requirements on the substantiation of the objectives in italics and the minimum requirements in italics is available on the www.vca.nl and www.besacc-vca.be websites.

4.4 Certification criteria

Certification level, SCC*:

- › All 23 SCC* compulsory questions

Certification level, SCC:**

- › All 27 SCC * compulsory questions
- › At least four of the eight supplementary questions

Certification level, SCC Petrochemical:

- › All 33 SCC Petrochemical compulsory questions
- › At least one of the two supplementary questions

5. Companies with more than one branch: conditions to be met for one certificate

A company with more than one branch engaged in the same activities can obtain one SCC certificate. This usually relates to the main branch and a number of sub-branches. When the following conditions are met then the main branch and a restricted sample from the sub-branches are visited and audited.

5.1 Conditions to be met by the company

All the company's sub-branches engaged in the SCC activities must perform equivalent work. The company's policy must state that this is its objective.

The SHE management system must be set up at a central location. The annual internal audits (which each address some of the relevant SCC questions and address all questions in a period of three years) must demonstrate that the central organization has established that SHE management systems have been implemented at the sub-branches, and that they comply with all the relevant SCC requirements. The initial audit must assess the entire system.

Limited local variations due to differences in the available equipment or the size of the local organizations are permitted. Any such variations must be laid down in writing.

When one of the above conditions is not met then separate certification for each branch will be required.

5.2 Conditions to be met by the certification body

The certification body issues one certificate to the main branch. The certificate must state the sub-branches to which the certificate relates. The assessment and the audit report must demonstrate that the SHE management system relates to and is identical at the relevant sub-branches.

The certification is suspended or revoked in the event that non-conformances identified at the main branch or at least one of the sub-branches are not rectified within a reasonable period of time (see 7.4).

5.3 Guideline for the number of sub-branches to be visited

The guideline for the number of sub-branches to be visited (rounded off upwards) is \sqrt{x} for an initial audit, $0.6\sqrt{x}$ for surveillance audits and $0.8\sqrt{x}$ for a recertification audit, whereby 'x' is the number of sub-branches to which the SCC certificate relates.

The time required for each audit of the main branch and each of the sub-branches to be visited pursuant to Table 3 of Annex D must be determined separately for each branch in accordance with the principles laid down in Annex D.

6. Obligations on the certification bodies

6.1 Agreement

The certification bodies must sign an agreement with the SSVV for the Netherlands and with the vzw CSM for Belgium, and must strictly comply with the provisions of the agreement.

6.2 Accreditation

The certification bodies must have received accreditation from an accreditation body that grants accreditation for the SCC certification scheme on the basis of the ISO/IEC 17021-1:2015 standard. They must then meet all the accreditation conditions.

The accreditation body (the Dutch Accreditation Council or the Belgian Accreditation Organization) reviews conformance with requirements including the certification bodies' compliance with the prescribed procedures laid down and specified in the SCC certification scheme.

6.3 Responsibilities and organization

The certification body bears the ultimate responsibility for SCC certification.

The **SCC auditors** work for the certification department and participate in all departmental activities required to keep their professional knowledge up to date. The SCC auditors perform their duties under the responsibility of the SCC coordinator.

The certification body appoints at least one SCC auditor to the position of **SCC coordinator**. The SCC coordinator assesses all SCC audit reports, with the exception of the reports prepared by the SCC Coordinator in his or her role as SCC Auditor. The SCC Coordinator fulfils the role of reviewer and verifies that the audit report for each dossier contains the information required to substantiate the certification decision, and that there are no non-conformances that preclude the award or renewal of the certificate (see 7.4).

The certification body designates a person or group of persons who pursuant to the organization's internal competence schedule bears the responsibility for the decision whether to issue the SCC certificate.

6.4 Confidentiality and due care

The parties undertake to maintain confidentiality and to exercise due care with respect to data and persons.

6.5 Requirements for the qualifications and competences of SCC auditors and coordinators

SCC auditors and coordinators deployed by certification bodies shall have experience with verification processes, and shall possess the knowledge of safety issues, experience and the character required to conduct audits in an efficient and appropriate manner.

The specific qualification and competence requirements to be met by certification bodies and their auditors and coordinators are listed in Annex C.

7. Certification process

7.1 Application

All companies that carry out work at principals and have adopted an SHE management system in accordance with the SCC can request a SCC-accredited certification body to issue SCC*, SCC** or SCC Petrochemical certification as based on the procedure laid down in this document. The certification body shall request at least the following details from the company that it needs to submit a formal quotation:

- › the structure of the company: the main branch and any sub-branches;
- › the organization chart;
- › the number of employees in permanent employment and the number of employees in temporary employment (where applicable, at each main branch and each sub-branch);
- › the number of man-hours per year for the employees in permanent employment and for the employees in temporary employment;
- › the average number of the company's work locations at any given time;
- › technical/engineering activities requiring a specific expertise;
- › the scope of the certificate to which the certification relates, inclusive of the NACE Code. When various activities are carried out then the NACE Code for each of those activities is stated;
- › processes or tasks that are outsourced and are of relevance to the scope;
- › when applicable: the name and capacity of the consultant who assisted the company in its preparations for SCC certification.

The certification body will submit a proposal for an audit plan to the company in good time. This plan shall at least include the following information:

- › The date/dates on which and the place/places at which the audit/audits will be held;
- › the scope of and the type of audit (initial, surveillance or recertification audit);
- › the organizational units (departments) that will be audited, together with a statement of the expected duration;
- › visits to projects and other work locations with a statement of the expected duration (see Annex D);
- › the members of the audit team (the auditor and experts, where relevant) who will conduct the certification audit. The company will be provided with the opportunity to lodge an objection against the choice of one or more members of the audit team. Any such objection will need to be accompanied by the reasons.

7.2 Initial certification audit phase 1

Initial audits must include an assessment of the documents. In principle, the SCC auditor will assess the documents specifying the SHE management system at the contractor's location. This also relates to:

- › the complaints procedure;
- › the planning;
- › the performance of internal audits;
- › the Management Board assessment;
- › the methodology for the implementation of the necessary measures for and compliance with the relevant legislation.

The auditor may then request the contractor to provide supplementary information. The auditor will officially notify the contractor of his/her findings on the basis of the assessment of the documents. These findings form the basis for the agreements on the following stages of the audit (phase 2).

7.3 Initial certification audit phase 2

An assessment will be made once the contractor's SHE management system has been operational for at least three months. The assessment of the implementation of the SHE management system and its compliance with the SCC requirements is based on an audit plan drawn up by the relevant auditor in consultation with the contractor:

- › Discussions, interviews and inspections with those responsible for the management system will be held at the company's main branch;
- › Audits are conducted of operational employees and operational supervisors at the workplaces (work locations and projects) to verify that the system has been implemented correctly;
- › The injury frequency rate (IF) is assessed at the workplaces to verify that the figures are correct.

7.4 Points for improvement

When the substantiation for the objectives in italics and the minimum requirements in italics reveals that actions should be taken to improve conformance with the objective or the minimum requirements in italics then discussions are held on the relevant point for improvement. The corrective actions are assessed during the next audit.

7.5 Non-conformity

Non-conformities are an issue when the auditor comes to the conclusion that the situation does not comply with the SCC certification requirements (such as the minimum requirements, documents and substantiation). The auditor will state this in his/her report. The contractor will then need to submit proposals for appropriate corrective action to the certification body and reach agreement on the period of time within which the corrective action will be taken.

The certification body must assess the corrective action within a maximum of three months. When this is not followed by a favourable assessment then the certification will be suspended (see also Section 9) until such time as it can be demonstrated that the SCC requirements are met.

The certification body submits annual reports on non-conformity trends to the CCE-SCC and ECE-SCC.

7.6 Audit report

The certification body's SCC auditor concludes the assessment of the documentation (phase 1) that specifies the SHE management system and the audit of the contractor's implementation of the system (phase 2) with a report based on the principles published on the relevant website (see www.vca.nl and www.besacc-vca.be).

7.7 Certification decision (see also Section 6, 6.3)

Once the SCC auditor has processed any comments or remarks, where relevant, and carried out any supplementary audit activities that may be required then the SCC auditor submits the report to the SCC coordinator. The SCC coordinator approves the report by adding his/her signature. The competent officer then decides whether certification will be granted. The complete report is issued to the company that has been audited.

7.8 Appeals procedure

Appeals are governed by the certification body's appeals procedure. The certification bodies notify the CCE-SCC and ECE-SCC as the occasion arises.

8. Period of validity, surveillance audits and recertification audit

8.1 Period of validity

In principle SCC certification is valid for a period of three years. This depends on favourable results from the surveillance audits.

8.2 Surveillance audits

Surveillance audits are conducted at least once a year. The first surveillance audit is conducted within 12 months after the issue of the certificate.

Surveillance audits are based on the version of the SCC that was applicable at the time of the audit which resulted in certification. Surveillance audits are planned on the basis of the status and importance of the activity to be audited. Modifications of the audit programme may be implemented on the basis of the findings. The plans must guarantee that all important elements of the SHE safety management system at both the company and the work locations are audited in one or both of the two surveillance audits.

Each surveillance audit must address the following elements:

- › internal audits;
- › Management Board assessments;
- › change reviews;
- › improvement projects;
- › reviews of the effectiveness of actions taken to rectify non-conformances and points for improvement identified during previous audits;
- › the accident statistics that are updated every year;
- › complaint handling;
- › use of the logo.

The findings are set out in a report.

8.3 Recertification audit

When the contractor wishes to renew the certificate at the end of the three-year certification period then the certification body will need to carry out a full recertification audit in good time to ensure that the audit is completed before the expiry date of the current certificate.

8.4 Change in scope

Any change in scope will be followed by a review of the audit programme to determine whether any amendments will be required.

9. Suspension and revocation

The certification body is entitled to suspend and to revoke the SCC certificate at any time during the three-year certification period.

9.1 Suspension

The certification can be suspended in the event that the contractor does not take the corrective action (non-conformities, see 7.5) within the agreed time (of a maximum of three months), or in the event of the misuse of the certification body's logo or brand name.

9.2 Revocation

The certification will be revoked in the event that the corrective measures have not been implemented within a three-month period subsequent to the suspension of the certificate.

10. Information cited on SCC certificates

SCC certificates are issued on the basis of the applicable assessment criteria for SCC certification at the time.

SCC certificates shall at least cite the following information:

- › Particulars about the company with SCC certification:
 - the full company name;
 - the full address of every registered office, head office, regional office and sub-branch to which the certificate relates;
 - the scope of the certificate at each branch. Any different NACE Codes, where relevant, must also be stated.
- › Details of the certification body:
 - name;
 - registered office;
 - logo or brand name.
- › The accreditation mark or logo of the accreditation body (the Dutch Accreditation Council or the Belgian Accreditation Organization).
- › Other information on the certificate:
 - explicit statement of the type of certificate;
 - the statement that 'the company complies with the requirements stipulated in the SCC version 2017/6.0';
 - the period of validity: 'Valid from'/'valid until';
 - the signature of the competent officer of the certification body;
 - the SCC brand name and logo;
 - the statement 'date of initial certification: dd-mm-yyyy'.

11. Use of the SCC logo

Contractors who have been awarded SCC certification are entitled to use the SCC logo in connection with their activities covered by certification, as well as the logos of the certification body and the accreditation bodies, provided that they comply with the applicable rules.

However, the SCC logo may not be used for the contractor's other services.

12. Notification of certification, accident frequency, and amendments

12.1 Certification

Pursuant to the agreement between the certification body and the SSVV and vzw CSM, the certification body is under the obligation to submit notification of the issue of new and amended SCC certificates to the SSVV and vzw CSM within one month of their issue.

The following information shall be supplied with each notification:

- › The name of the company or organisational unit;
- › where applicable, the names of the sub-branches falling within the scope of the certificate;
- › the business address;
- › the scope of the certificate. Any different NACE Codes, where relevant, must also be stated;
- › the type of certificate;
- › the date of issue and period of validity.

12.2 Accident frequency

The certification body shall submit annual notification of the accident figures of the relevant company with SCC certification.

12.3 Changes

The certification body is also under the obligation to give notification – at very frequent intervals and at least monthly – of revoked and suspended certification, as well as of certificates which are no longer valid, with the reasons for the revocation or suspension of the certification.

13. Confidentiality

The certification bodies, the SSVV, CCE-SCC, vzw CSM and ECE-SCC shall treat all information bound by professional secrecy as strictly confidential and, consequently, shall not disclose this information to any institutions whatsoever without prior written permission from the company issued or to be issued certification unless refraining from disclosure would be in conflict with the national legislation. However, this is not applicable to the certification status. The certification status is always published.

It will be self-evident that the information stated on the SCC certificate is made public.

Section 1

SHE policy and organization, Management Board involvement

The pursuance of a structured policy focused on continual improvement of the SHE performance and on the reduction of accidents, incidents, and material and environmental damage.

1.1 Has the company drawn up a SHE policy statement?

* / ** / P

Objective

The specification and implementation of a company SHE policy pertaining to the company staff, the employees of contractors, and temporary employees.

Minimum requirements

- › The policy statement must at least devote attention to:
 - the prevention of personal injury;
 - the prevention of material and environmental damage;
 - endeavours to achieve continual improvements in the SHE performance.
- › The policy statement is made known to the entire company (to all employees, by repeated announcements of the policy) and is implemented.
- › The policy statement is signed by the person with the most senior position in the organization.
- › The policy statement is evaluated once every three years and updated as necessary.

Documents

- › policy statement

1.2 Has the company appointed a Safety, Health and Environment Officer?

* / ** / P

Objective

The coordination of SHE issues within the company during its everyday operations and the guaranteed introduction of the concomitant expertise.

Minimum requirements

- › The SHE Officer reports directly to the Management Board, and is included by name in the organization chart.
- › *The job description of the SHE Officer includes an explicit specification of the concomitant duties, responsibilities, and powers.*
- › The SHE Officer¹ is in the demonstrable possession of the relevant expertise or has

¹ When the position is held by more than one person then at least one of these staff members is in the demonstrable possession of the relevant expertise or has demonstrable recourse to the internal or external expert.

demonstrable recourse to internal or external experts.²

- › The SHE Officer is known within the organization, inclusive of at the workplace.

Documents

- › organization chart: the SHE Officer reports directly to the Management Board
- › job description of the SHE Officer
- › diplomas, testimonials and certification

1.3 Is the organization in the possession of a SHE structure?

* / ** / P

Objective

The optimum implementation of the SHE policy, whereby all the relevant supervisors in the company are fully cognizant of what is expected from them with respect to SHE issues.

Minimum requirements

- › The organization has an organization chart that specifies the various management levels, including the operational supervisors.
- › *Job descriptions of all management positions which provide clarity with respect to the duties, responsibilities and powers relating to SHE issues.*
- › The supervisors are cognizant of their SHE duties, powers and responsibilities.

Documents

- › organization chart with a specification of levels
- › job descriptions with respect to SHE issues (duties, responsibilities and powers)

1.4 Are managers appraised in terms of safety, health and the environment?

- / □ / P

Objective

The exertion of a positive influence on the SHE behaviour of the management.

Minimum requirements

- › The implementation of an appraisal system incorporating SHE issues.
- › All supervisors to the level of operational supervisors inclusive are subjected to an annual appraisal.
- › The appraisal is based on the job descriptions of those involved (duties, responsibilities, and powers, see Question 1.3).
- › The findings from the appraisals of SHE performance are set down in reports. Action is taken in the event of any non-conformance.

² The Officer has completed a relevant safety expert course. The minimum expertise required is determined by the states in which the work locations are based. When the work locations are in the Netherlands and Belgium this minimum is a MVK (*Middelbare veiligheidskunde*, 'Occupational safety and health, intermediate level', a course approved by Hobéon-SKO); or the head of unit supplementary safety training, safety level II or prevention advisor occupational safety level II. Officers at work locations in other states must have completed an accepted course or be in the possession of an accepted diploma as listed in the prevailing table on the websites (see www.vca.nl and www.besacc-vca.be). Other diplomas will need to be assessed for equivalence by the relevant competent authority. The SSVV and vzw CSM must approve this assessment before the Officer is deployed. When the SHE Officer has recourse to external expertise then the SHE Officer must at least be in the possession of the SOS-SCC diploma. It is also necessary to demonstrate that the external expert has been called on at least once during the certification period.

Documents

- › appraisal system
- › appraisal reports

1.5 Are internal audits conducted?

* / ** / P

Objective

The performance of work in accordance with the SCC requirements by means of the active monitoring of the SCC system.

Minimum requirements

- › *Annual internal audits are conducted to verify the appropriate implementation and maintenance of the SCC system.*
- › All the applicable questions in the SCC checklist are divided equally between three annual audits and assessed.³
- › The SHE Officer is demonstrably involved (see Question 1.2).

Documents

- › internal audit reports
- › plan of action

1.6 Does the Management Board carry out assessments of compliance with the SCC requirements?

* / ** / P

Objective

The performance of assessments to determine whether the organization's SCC system is suitable, fitting and effective, with the ultimate objective of identifying and implementing improvements to the SCC system.

Minimum requirements

- › *The Management Board carries out annual qualitative and quantitative assessments on the basis of:*
 - *the results from and effectiveness of the previous Management Board assessment;*
 - *an action plan based on the findings from the internal audit that states at least verifiable actions, action periods and the officer responsible for each action, as well as the confirmation and evaluation of the implementation of points for action identified in previous internal audits;*
 - *external audit reports;*
 - *an SHE awareness/behaviour programme (not mandatory for SCC*);*
 - *the number of lost-time accidents, accidents resulting in modified duties, accidents not resulting in lost time (needing first aid or more care), near misses, unsafe situations and acts and other SHE incidents (for example, incidents causing damage and environmental incidents);*
 - *the accident and incident targets;*
 - *for SCC Petrochemical, the Management Board sets three supplementary objectives for the company.*

³ Prior to initial certification the company must conduct an internal audit to verify conformance with all relevant questions in the SCC checklist.

- › *An action plan is drawn up on the basis of the findings from the Management Board's assessment. The progress in the implementation of the action plan is monitored.*

Documents

- › reports and the Management Board assessment action plan

Section 2

SHE risk control

The prevention of incidents and damage to health and the environment by implementing risk control measures for the work to be carried out by the company.

2.1 Does the company have an up-to-date SHE risk inventory and evaluation?

* / ** / P

Objective

The determination and control of general SHE risks.

Minimum requirements

- › *The risks associated with all the company's standard operational activities have been identified and reported in the SHE risk inventory and evaluation.*
- › SHE risk inventories and evaluations are carried out:
 - in accordance with a prescribed methodology that involves drawing up an inventory of the risks, assessing the risks and evaluating the risks;
 - with the active participation of the SHE Officer as referred to in Question 1.2.
- › *Risks determined during the evaluation are controlled by implementing effective measures, whereby preference is given to tackling risks at the source.*
- › When work is carried out in regions with legislation and regulations that differ from those of the state in which the company is based then the company will take the impact of the local legislation and regulations into account.
- › SHE risk inventories and analyses are evaluated at least one every three years, and amended as necessary.

Documents

- › Methodology for SHE risk inventories and analyses
- › Prevailing SHE risk inventories and analyses

2.2 Do task-risk analyses (TRAs) take place?

* / ** / P

Objective

The determination and control of the SHE risks associated with work to be carried out by the company in specific circumstances and environments (workplaces) when the associated risks are not standard risks or are not specified under 2.1, or when the work is to be carried out using methods other than the standard working methods.

Minimum requirements

- › *Task-risk analyses are performed:*
 - *in accordance with a prescribed methodology which involves a specification of the tasks (in a specific environment), the associated risks and the measures to be implemented;*

- *under the responsibility of a line officer involved in the work who:*
 - 1 *is in the possession of sufficient safety knowledge, expertise and experience;*
 - 2 *is responsible for the communications with all operational employees at the workplace.*
- › *Risks established during a task-risk analysis are controlled by means of effective measures.*

Documents

- › task-risk analysis methodology
- › prevailing task-risk analyses (with at least one TRA that has demonstrably been performed within the past year)

2.3 Are Last Minute Risk Analyses (LMRAs) carried out before the commencement of the work?

* / ** / P

Objective

The employees carry out a check at the workplace to verify that all risks have been recognized and that adequate control measures have been implemented. The approach is based on the principle that the employees begin work only once adequate measures have been implemented or once the situation at this workplace has changed.

Minimum requirements

- › *A procedure or instructions are in place for the employees' performance of LMRAs before starting the work or following changes in the situation at the workplace.*
- › *The performance of LMRAs is monitored.*

Documents

- › procedure or instructions

Section 3

Training, information and instructions

The possession of employees with the necessary knowledge and expertise.

3.1 Are all employees in the possession of vocational training and experience relating to the work they are to carry out?

* / ** / P

Objective

All employees are in the possession of the vocational knowledge and expertise that are required for them to carry out their duties within the company.

Minimum requirements

- › There is a summary of the vocational training and experience requirements applicable to each position.
- › Procedures are in place to assure that workplace employees meet the prescribed training and experience requirements at the workplace.

Documents

- › list of required vocational training and experience
- › assurance procedure

3.2 Do all operational employees have a Basic Elements of Safety SCC (B-SCC) diploma?

* / ** / P

Objective

All operational employees are in the possession of basic SHE knowledge.

Minimum requirements

- › Operational employees employed by the company for more than three months are in the possession of a valid⁴ Basic Elements of Safety SCC⁵ diploma.

Documents

- › diplomas or registration in the Central Diploma Register (see the websites www.vca.nl and www.besacc-vca.be)

3.3 Do all operational supervisors have a Safety for Operational Supervisors SCC (SOS-SCC) diploma?

* / ** / P

Objective

All operational supervisors are in the possession of SHE knowledge.

⁴ Period is ten years from the examination date

⁵ Diplomas listed on www.vca.nl and www.besacc-vca.be are also permitted. Persons who meet the expertise requirements referred to in Question 1.2 are exempted from B-SCC and SOS-SCC.

Minimum requirements

- › Operational supervisors employed by the company for more than three months are in the possession of a valid⁶ Safety for Operational Supervisors SCC⁷ diploma.

Documents

- › diplomas or registration in the Central Diploma Register (see the websites www.vca.nl and www.besacc-vca.be)

3.4 Do all employees have specific knowledge and expertise for the performance of high-risk tasks or work in a high-risk environment within the company?

* / ** / P

Objective

All employees are in the possession of the specific knowledge and expertise that they require to perform the company's high-risk tasks and/or work in a high-risk environment.

Minimum requirements

- › There is a summary of specific training and experience requirements derived from questions 2.1 and 2.2.⁸
- › Procedures are in place to assure that the prescribed specific training or experience requirements are met.

Documents

- › list of specific training or experience requirements classified according to task
- › assurance procedure

3.5 Does the company provide specific in-house SHE information and instructions?

* / ** / P

Objective

All employees are cognizant of the SHE regulations and instructions, as well as the SHE instructions governing the work they are assigned to carry out in their customary work environments.

Minimum requirements

- › The information and instructions provided to the employees devotes attention to:
 - the company's SHE policy;
 - the risks associated with the work;
 - the safety regulations and instructions;
 - personal protective equipment;
 - the notification of unsafe situations and actions;
 - the procedure in the event of (serious) injury;
 - the procedure in the event of emergency;
 - the action to be taken in the event of complaints.

⁶ Period is ten years from the examination date

⁷ Diplomas listed on www.vca.nl and www.besacc-vca.be are also permitted. Persons who meet the expertise requirements referred to in Question 1.2 are exempted from B-SCC and SOS-SCC.

⁸ These requirements for work locations in the petrochemical sector in the Netherlands and Belgium are met by complying with the requirements laid down in the SSVV Training Guide (NL) and in the *Register van Risicovolle Taken* (Register of high-risk tasks, BE).

- › The employees are informed of the SHE instructions that are available and the manner in which they can be consulted.

Documents

- › SHE information documentation
- › summary of SHE instructions
- › assurance procedure

3.6 Do the company's own employees and temporary employees and the employees of the subcontractors receive instructions on the principal's internal regulations and procedures and on the content of the SHE project plan?

* / ** / P

Objective

The employees are cognizant of the principal's regulations and procedures and of the risks specific to the project and the associated control measures.

Minimum requirements

- › The instructions are issued to the company's employees and temporary employees and the employees of the subcontractors prior to the commencement of the work.
- › Assurances are in place for the provision of instructions to all employees, including the employees of the subcontractors, prior to the commencement of the work.
- › Records are kept of the provision of instructions on the internal regulations and procedures and the SHE project plan to all employees, for example in the form of an attendance list.

Documents

- › procedures
- › records of the receipt of instructions, for example in the form of an attendance or registration list.

NB When principals do not require knowledge of their internal regulations and procedures or do not provide this information, or when no SHE project plan is required, then this question is answered in the affirmative.

3.7 Can communications on SHE issues be effected without language impediments?

* / ** / P

Objective

Communications on SHE issues can be effected without language impediments.

Minimum requirements

- › Employees who speak other languages are deployed in a manner providing for the effective communication of relevant SHE issues.

Documents

- › When working with employees who speak other languages: communication plan

Section 4

SHE awareness

The promotion of an awareness of the importance of SHE.

4.1 Does the company conduct SHE consultations?

* / ** / P

Objective

The promotion of motivation and attention for SHE issues within the company.

Minimum requirements

- › SHE issues are discussed during the regular consultations held at all organizational levels within the company.
- › Employees are offered the opportunity to raise SHE issues for discussion during the regular consultations.
- › *Toolbox meetings⁹ attended by all operational employees, including the company's own and temporary employees, held at regular intervals throughout the year regularly discuss the following issues:*
 - relevant SHE issues;
 - changes to SHE regulations and instructions;
 - issues requiring attention following investigations of notifications of SHE incidents and inspections.

Minimum frequency:

SCC: four meetings a year*

*SCC**: ten meetings a year*

SCC Petrochemical: ten meetings a year

Documents

- › list of toolbox meeting dates with subjects discussed and attendance lists

4.2 Has the company introduced a programme for the improvement of SHE awareness and SHE behaviour?

- / ** / P

Objective

Promotion of the employees' SHE awareness and SHE behaviour with the intention of avoiding accidents and incidents.

Minimum requirements

- › *A programme to further SHE awareness and promote favourable SHE behaviour.*
- › *Examples of initiatives that exhibit the active involvement of management and employees.*

⁹ Toolbox meetings are intended to promote communications between supervisors and employees by holding regular consultations. Another means of organizing these consultations is permitted in exceptional situations, provided that the company gives reasons for the alternative arrangements. A minimum annual number of contacts or meetings will then be required (50% of the aforementioned numbers of toolbox meetings for SCC* and SCC**).

Documents

- › behavioural awareness programme

Section 5

SHE project plan

The coordinated control of SHE risks associated with projects.

5.1 Does the company make use of SHE project plans?

* / ** / P

Objective

The control of SHE risks of relevance to projects.

Minimum requirements

- › *Criteria have been formulated for the projects for which a SHE project plan is required.*
- › Requirements to be met by SHE project plans for projects have been formulated that include the following:
 - the SHE risks of relevance to the project, and the measures to be implemented in accordance with Question 2.2 (task-risk analyses);
 - the SHE organization;
 - the organization of safety inspections;
 - the reporting of incidents;
 - a signature by the person responsible for the project.
- › *Procedures are in place to assure that the criteria and requirements are met.*

Documents

- › criteria for the projects for which a SHE project plan is required
- › requirements for the contents of SHE project plans
- › recent SHE project plans (with at least one SHE project plan that has demonstrably been drawn up within the past year)
- › assurance procedure

5.2 Is the SHE project plan submitted to the client for discussion?

- / □ / P

Objective

The achievement of agreement with the principal – prior to the commencement of the work – on the SHE plan submitted for the work.

Minimum requirements

- › The SHE plan has demonstrably been submitted for discussion and registration.

Documents

- › SHE plan or a revised version of the SHE plan

Section 6

Preparations for emergency situations

The organized and effective response to emergency situations.

6.1 Is the company prepared for an effective response to emergency situations?

* / ** / P

Objective

An effective response to emergency situations on the principal's site.

Minimum requirements

- › A procedure is in place for the issue of notification, warning, giving the alarm, and evacuation in connection with emergency situations.
- › The procedure is known to the employees.
- › Sufficient quantities of the materials needed at the workplace or for the project are present and in appropriate condition (for example, first aid and fire-extinguishing equipment).

Documents

- › procedure for the issue of notification, warning, giving the alarm, and evacuation in connection with emergency situations

6.2 Have the employees assigned responsibilities in emergency situations received the commensurate training?

- / □ / □

Objective

The possession of employees with the adequate training required to provide first aid in emergency situations.

Minimum requirements

- › The employees bearing the responsibility for dealing with emergency situations have been appointed and have received training or instruction for:
 - first aid;
 - fighting beginning fires;
 - evacuation;
 - accompanying the emergency services.

Documents

- › list of the relevant employees that cites the training they have received

Section 7

SHE inspections

The timely identification of non-conformities in the workplace conditions and the conduct/actions of the employees, and the implementation of corrective measures intended to prevent accidents and SHE incidents.

7.1 Are periodic workplace inspections carried out by the operational supervisors?

* / ** / P

Objective

The maintenance or furtherance of a safe working environment and working methods.

Minimum requirements

- › A procedure is in place that specifies:
 - the performance of the inspections;
 - the favourable findings from the inspections;
 - the follow-up subsequent to the observation of any points for improvement;
 - the use of the checklist.
- › Inspections of each operational workplace are carried out at least once a month by the operational supervisors.¹⁰
- › The above can also be carried out by operational employees under the responsibility of an operational supervisor.
- › Inspection reports are drawn up that incorporate a list of the favourable findings, the observed non-conformances, the improvements to be implemented, the person(s) responsible for the implementation, and the period for the implementation.
- › An action plan containing:
 - points for action arising from the inspections;
 - the persons responsible for the implementation and assessment;
 - the scheduling.
- › The operational or other members of the Management Board take part in workplace inspections at a work location at least once a quarter.

Documents

- › procedure for the performance of workplace inspections and the inspection programme
- › reports of inspections that have been carried out, and the follow-up on the reports

¹⁰ For work of a short duration the company draws up a programme which achieves the intention of the aforementioned frequency, pro rata, and takes account of the risks involved.

7.2 Are trend-analyses performed on the favourable and unfavourable findings from inspections?

- / □ / P

Objective

The identification of the underlying causes of structural improvement opportunities.

Minimum requirements

- › The findings are classified.
- › *An annual trend analyses is performed, inclusive of the measures to be implemented and the follow-up.*

Documents

- › trend analysis
- › summary of improvements to be implemented

Section 8

Company health service

The protection of the health of employees during the performance of their duties, as well as their deployment or reintegration in a medically responsible manner subsequent to absenteeism as a result of illness or an industrial accident.

8.1 Are employees in given positions and/or employees to be deployed at specific workplaces subjected to an examination of their medical suitability (see questions 2.1 and 2.2)?

* / ** / P

Objective

The deployment of employees who are medically suitable for the performance of the duties associated with their position and tasks and for assignment to specific workplaces.

Minimum requirements

- › There is a summary of the positions and tasks subject to medical suitability requirements and, where relevant, the frequency of the examinations on the basis of the SHE risk inventory and evaluation.
- › The assessment of medical suitability, where applicable, by a qualified medical expert.¹¹
- › Records are kept of the medical suitability for the positions, tasks and workplace.

Documents

- › summary of the positions and tasks subject to medical suitability requirements
- › register of medical suitability for the position, tasks and workplace

8.2 Have specifications been drawn up of the employees in positions and with tasks at specific workplaces who must be offered a periodic medical examination in view of their exposure risks?

* / ** / P

Objective

The prevention of detrimental effects on the health of employees due to exposure during the performance of tasks associated with their position.

Minimum requirements

- › An inventory is made of target groups with a specific medical risk on the basis of the findings from the SHE risk inventory and evaluation.
- › There is a list of the employees concerned.
- › A qualified medical expert¹² is involved in the establishment of the consequences of exposure.

¹¹ The assessment of the medical suitability for deployment at the branches and work locations must be carried out in accordance with the local legislation and regulations. This is also applicable to the medical expertise qualification requirements, usually a company medical officer in the Netherlands and a prevention consultant/occupational health medical practitioner in Belgium.

¹² Periodic medical examinations at the branches and work locations must be carried out in accordance with the local legislation and regulations. This is also applicable to the medical expertise qualification requirements, usually a company medical officer in the Netherlands and a prevention consultant occupational physician in Belgium.

- › Appropriate measures are taken when limits are exceeded.
- › The frequency of examinations is determined and set down in writing.

Documents

- › Inventory of positions and tasks accompanied by specific medical risks (inclusive of the content of the examination and the frequency of examinations)
- › List of the employees concerned

8.3 Are employees offered an opportunity to consult with a qualified medical expert?

- / ☐ / ☐

Objective

Employees who feel a need to do so can consult a medical expert.

Minimum requirements

- › The opportunity to consult a qualified medical expert¹³ is laid down in the relevant documents.
- › Employees are informed of this option.

8.4 Does the company conduct a policy for offering employees modified duties?

- / ☐ / P

Objective

The promotion of recovery and the restriction of lost time by offering employees modified duties that take account of their residual capacity for work.

Minimum requirements

- › A policy for offering employees modified duties has been adopted.
- › A qualified medical expert¹³ is involved.

Documents

- › procedure for modified duties
- › examples of the implementation of the policy

NB The question is answered in the affirmative when the adopted policy could not be implemented.

¹³ This is a qualified medical expert within the meaning and in accordance with the local legislation and regulations governing the relevant branches. This is commonly a company medical officer in the Netherlands and commonly a prevention consultant/occupational health medical practitioner in Belgium.

Section 9

Purchase and inspection of materials, work equipment and personal protective equipment

The exclusive use of materials, work equipment and personal protective equipment (PPE) that comply with the SHE requirements.

9.1 Does the company purchase materials, work equipment and PPE that are justifiable from a SHE perspective?

* / ** / P

Objective

The use of materials, work equipment and personal protective equipment that are justifiable from a SHE perspective.

Minimum requirements

- › *An inventory has been made of materials, work equipment and personal protective equipment accompanied by potential risks.*
- › The SHE requirements governing the elimination of potential risks are defined.
- › *Procedures are in place to assure that all purchased materials, work equipment and personal protective equipment comply with the SHE requirements.*
- › Periodic updates of SHE requirements are made on the basis of risk inventories and evaluations, checks and inspections.

Documents

- › inventory of materials, work equipment and personal protective equipment accompanied by potential risks, inclusive of the SHE requirements to be imposed on them
- › assurance procedure

9.2 Are the work equipment and personal protective equipment inspected at periodic intervals?

* / ** / P

Objective

The work equipment and personal protective equipment comply with the specified SHE requirements at all times.

Minimum requirements

- › *An inventory has been made of the work equipment and personal protective equipment to be subjected to periodic inspections.*
- › *Inspection requirements have been formulated.*
- › Inspections are carried out at least once a year. Reasons are given for any lower inspection frequency, where relevant.
- › The inspectors have the necessary expertise.
- › *Procedures are in place to assure that non-approved work equipment and personal*

protective equipment are not used.

- › *Work equipment and personal protective equipment bear a label indicating the next inspection date.*

Documents

- › inventory of the work equipment and personal protective equipment to be subjected to periodic inspections
- › register of inspections
- › assurance procedure

Section 10

Procurement of services

The involvement of providers of services with an adequate knowledge of SHE issues.

10.1 In the event of the use of subcontractors, are procedures in place to assure that all SCC requirements at the workplace are met?

- / □ / P

Objective

To provide assurances for the deployment of subcontractors with sufficient SHE knowledge and expertise.

Minimum requirements

- › Subcontractors must have SCC certification or, when they do not have SCC certification, must meet the requirements specified in Annex A.
- › *Procedures are in place to assure that all the applicable SCC requirements are met at all workplaces.*

Documents

- › assurance procedure

NB 1 See Annex B for information about the position of self-employed persons without personnel relative to the SCC.

NB 2 The question is answered in the affirmative when no subcontractors are called in.

10.2 Are subcontractors who are frequently contracted to carry out work subjected to structural assessments of their SHE performance?

- / ** / P

Objective

The deployment of subcontractors approved by the company on the basis of the company's assessments.

Minimum requirements

- › *The SHE performance of subcontractors regularly contracted to carry out work is assessed on the basis of a procedure and assessment criteria or an assessment report.*
- › *Procedures are in place to assure that a list of approved subcontractors that are regularly contracted for work is drawn up on the basis of subcontractor assessments and the list is used when selecting subcontractors.*

Documents

- › assessment procedure
- › assessment reports
- › list of approved regularly contracted subcontractors

NB The question is answered in the affirmative when no subcontractors are called in.

10.3 Are temporary employees hired from temporary employment agencies to carry out operational work in the possession of the relevant SHE knowledge and expertise?

- / □ / P

Objective

To assure that temporary employees possess the necessary SHE knowledge and expertise.

Minimum requirements

- › There is a list of temporary employees hired by the company.
- › There is a list of activities for which temporary employees are hired.
- › There is a list of the SHE knowledge and expertise required for these activities.
- › Temporary employees to be deployed at work locations in the Netherlands and Belgium must be hired from temporary employment agencies with SCT certification.

Documents

- › list of temporary employees hired by the company
- › list of the operational work for which temporary employees are hired
- › list of the necessary SHE knowledge and expertise
- › list of temporary employment agencies with SCT certification that have placed temporary employees at work locations in the Netherlands and Belgium
- › list of SHE knowledge and expertise by temporary employee when temporary employees are not hired from temporary employment agencies with SCT certification for placement at work locations outside the Netherlands and Belgium

NB The question is answered in the affirmative when the company does not hire temporary employees for operational work.

Section 11

Notification, registration and investigation of she incidents

Insight into the current SHE performance, and learning from SHE incidents.

11.1 Does the company have a procedure for the notification and registration of employee accidents resulting/not resulting in lost time, near misses and other SHE incidents?

* / ** / P

Objective

Insight into the current SHE performance.

Minimum requirements

- › There is a notification procedure or notification form.
- › The employees know the procedures.
- › A register is kept of SHE incidents which is classified into the following categories:
 - lost time accidents;
 - accidents resulting in modified duties;
 - accidents not resulting in lost time (needing at least first aid);
 - near misses;
 - unsafe situations and acts;
 - other SHE incidents (for example, incidents causing damage and environmental incidents).
- › Accident figures are published at regular intervals and at least once a year.

Documents

- › notification procedure or notification form
- › current examples of publications or summaries

11.2 Does the company investigate accidents resulting/not resulting in lost time near misses and other SHE incidents?

* / ** / P

Objective

To learn from incidents.

Minimum requirements

- › The company has an investigation procedure which is related to the (potential) severity of the accident and covers the following:
 - the investigation of the causes;
 - the period within which the investigation is to be completed;
 - the appointment of an officer responsible for the investigation.
- › Improvement measures are specified and implemented. The risk inventory and evaluation and task-risk analysis are amended as necessary (see Section 2). An officer is appointed for the planning of the work.
- › The lessons learnt are communicated within the organization.

Documents

- › procedures
- › incident investigation reports
- › improvement measures reports

Annex A

SCC requirements at the workplace relating to Question 10.1 (subcontracting)

2	SHE risk management	2.1	Does the company have an up-to-date SHE risk inventory and evaluation for all operational activities?
		2.2	Do task-risk analyses (TRAs) take place?
		2.3	Are Last Minute Risk Analyses (LMRAs) carried out before the commencement of the work?
3	Training, information and instructions	3.2	Do all operational employees have a Basic Elements of Safety SCC diploma?
		3.3	Do all operational supervisors have a Safety for Operational Supervisors SCC diploma?
		3.4	Do all employees have specific knowledge and expertise for the performance of high-risk tasks or work in a high-risk environment within the company?
		3.6	Do the company's own employees and temporary employees and the employees of the subcontractors receive instructions on the principal's internal regulations and procedures and on the content of the SHE project plan?
		3.7	Are communications pertaining to SHE issues made without language impediments?
4	SHE awareness	4.1	Does the company conduct SHE consultations? At least four toolbox meetings throughout the year attended by all operational employees, including the company's own and temporary employees, discuss the following issues: › relevant SHE issues; › changes to regulations and instructions; › issues requiring attention following investigations of notifications of SHE incidents and inspections.
7	SHE inspections	7.1	Do operational supervisors carry out periodic workplace inspections?
8	Company health service	8.2	Have specifications been drawn up of the employees in positions and with tasks at specific workplaces who must be offered a periodic medical examination in view of their exposure risks?
9	Purchase and inspection of materials, work equipment and personal protective equipment	9.2	Are the work equipment and personal protective equipment inspected at periodic intervals?

10	Procurement of services	10.2	Are subcontractors who are frequently contracted to carry out work subjected to structural assessments of their SHE performance?
11	Notification, registration and investigation of incidents	11.1	Does the company have a procedure for the notification and registration of employee accidents resulting/not resulting in lost time, near misses and other SHE incidents?
		11.2	Does the company investigate accidents resulting/not resulting in lost time, near misses and other SHE incidents?

The main contractor can assure that the SCC requirements are met at the workplace in one of several ways (in connection with subcontracting, Question 10.1):

- 1 The contractor demonstrably involves the subcontractor in the management system relating to compliance with the SCC requirements at the workplace, inclusive of the reporting.
- 2 The subcontractor has SCC*, SCC** or SCC Petrochemical certification.
- 3 The subcontractor has demonstrably and verifiably implemented a system that confirms that the SCC requirements are met at the workplace (see the table above).
- 4 The subcontractor has a BeSaCC certificate (in Belgium)

Annex B

Principles relating to the position of self-employed persons without personnel in terms of the SCC (in the context of Question 10.1)

The following principles are adopted with respect to self-employed persons without personnel¹⁴ in terms of the SCC:

- › Self-employed persons without personnel cannot obtain SCC certification because of the compulsory questions (see 4.2 of the procedure).
- › Self-employed persons without personnel can, however, qualify for a BeSaCC certificate (in Belgium).
- › Self-employed persons without personnel do not have subcontractors.

Self-employed persons without personnel can be contracted subject to the following conditions:

- › The self-employed person without personnel has a SHE Risk Inventory and Evaluation for the person's own work.
- › The self-employed person without personnel is sufficiently qualified for his/her work.
- › The self-employed person without personnel has sufficient SHE qualifications and possesses the SOS-SCC diploma and, where necessary, the qualifications specified in the SSVV Training Guide (NL) or the Register of high-risk tasks (BE).
- › The work equipment and personal protective equipment of the self-employed person without personnel must be inspected in accordance with the SCC requirements.

¹⁴ Note: Self-employed persons without personnel can also be deployed as temporary employees in the Netherlands.

Annex C

Requirements to be met by certification bodies, coordinators and auditors

The SCC auditor must possess the competences prescribed by the relevant requirements of the EN-ISO 19011 standard and the relevant requirements of the ISO/IEC 17021 standard.

The necessary expertise of SCC auditors shall be assured as follows:

- › education to at least bachelor's degree level or equivalent;
- › following the 'head of unit supplementary safety training', safety level II, the 'occupational safety and health, intermediate level' (MVK) training or equivalent¹⁵;
- › following SCC training courses for auditors and coordinators. Auditors of Dutch certification bodies follow an internal or external course that is concluded with an examination. Auditors of Belgian certification bodies follow a course organized by the vzw CSM. The courses (in both the Netherlands and Belgium) are concluded with an evaluation of an audit report drawn up by the candidate;
- › at least three years' relevant practical experience in a high-risk sector for which the SCC is intended (see Section 3 of the SCC procedure), such as the construction and infrastructure, refinery, chemicals, petrochemicals, steel, metallurgy, pharmaceutical, railway and dredging sectors;
- › experience with the independent performance of safety audits. This experience encompasses at least the following: the completion of at least 20 audit man-days during each of the past three years (initially under supervision) with at least one audit of each type (SCC*, SCC** or SCC Petrochemical) and concluded with a testable favourable assessment by the SCC coordinator.
- › a thorough training course (EN-ISO 19011, Chapter 7) concluded with an examination in the performance of system audits.

The expertise of SCC coordinators is governed by the same assurances, supplemented with the following additional requirements:

- › following the 'head of unit supplementary safety training', safety level I, the 'occupational safety and health, higher level' (HVK) training or the equivalent¹⁵ (see www.vca.nl and www.besacc-vca.be);
- › At least five years' practical experience in a high-risk sector (see above);
- › experience with the independent performance of safety audits. This experience encompasses at least the following: the completion of at least 40 audit man-days during each of the past three years encompassing at least six SCC** audits or SCC Petrochemical audits and one SCC* audit.

¹⁵ Auditors and coordinators have completed a relevant safety expert course. The minimum expertise required is determined by the states with the work locations where the work covered by the certificate issued by the certification body will be carried out. When the work locations are in the Netherlands and Belgium this minimum is a MVK (Middelbare veiligheidskunde, 'Occupational safety and health, intermediate level', a course approved by Hobéon-SKO); or the head of unit supplementary safety training, safety level II or prevention advisor occupational safety level II. The specific requirements governing work locations in states for which the SSVV and vzw CSM have implemented a recognition scheme (see www.vca.nl and www.besacc-vca.be) are laid down in the local recognition scheme. The requirements in this scheme are applicable to certification bodies in states for which no recognition scheme has been implemented. The equivalence of other diplomas needs to be demonstrated by an authority with the relevant competence (see www.vca.nl and www.besacc-vca.be) and the SSVV and vzw CSM must approve this assessment before deployment.

In summary, the requirements are as follows:

Quality	General education	bachelor's degree or equivalent	bachelor's degree or equivalent
Education	Specific education	'occupational safety and health, intermediate level', (MVK), level II or equivalent	'occupational safety and health, higher level' (HVK), level I or equivalent
Experience	Practical experience	> 3 years	> 5 years
Audit experience	During	past three 3 years	past three 3 years
	Audit days	20 days, initially under supervision	40 days
	Type of audits	- at least 1 SCC* - at least 1 SCC** or 1 SCC Petrochemical	- at least 1 SCC* - at least 6 SCC** or 6 SCC Petrochemical

The certification body verifies compliance with the aforementioned expertise requirements before appointing SCC auditors and coordinators.

The certification body has a system for the collection of information about the performance of and the appraisal of the qualified auditors and coordinators, with attention for the necessary improvement actions. The input for this information includes client evaluations.

The certification bodies shall provide the aforementioned SCC auditors and coordinators regular and effective support by means of training, the provision of documentation, and supply of information. *The mandatory in-service SCC training is given in the form of harmonization consultations or information sessions or training courses organized by the vzw CSM.*

Experts may be called in to provide the audit team with specific knowledge. These can be experts with knowledge of the most important processes, facilities, equipment, systems and risks of the company seeking certification.

These experts are not, by definition, SCC auditors.

Note:

The CCE-SCC and ECE-SCC may permit departures from the above for both SCC auditors and SCC coordinators when certification bodies submit a well-founded and documented request for the departure.

Annex D

Instructions for the minimum number of man-days to be assigned to SCC audits

The certification body must, without prejudice to the provisions of ISO/IEC 17021-1, paragraphs 9.1.4 and 9.1.5, have a documented procedure for the determination of the time required for the audit. The certification body must determine, substantiate and record the time required for the audit of each applicant.

The number of man-days spent on an audit (the effective audit time) depends on:

- › the type of certificate; SCC*, SCC** or SCC Petrochemical (and, consequently, also the risk and the complexity);
- › the nature of the audit: initial, surveillance or recertification;
- › the number of employees¹⁶, inclusive of temporary employees, expressed in terms of full-time equivalents (FTE. this is understood as all employees who exert an influence on the SCC system, see the scope of the activities);
- › the number of sub-branches;
- › the average number of the company's work locations or projects at any given time;
- › the results of the previous audits.

Determination of the total audit time for initial and other audits:

The certification body must, in derogation from IAF MD 22, use the following Table 1 to determine the total audit time for initial audits.

Audit time (phase 1 + phase 2, implementation at the main branch)

Number of FTE ¹⁶	Type of certificate		
	SCC*	SCC**	SCC Petrochemical
Low (<50)	0,75	1,75	1,75
Medium (50-100)	1	2	2
High (>100)	1	2	2

The number of man-days to be assigned is the total of:

- › phase 1 (applicable solely to initial audits and, where relevant, to recertification audits);
- › phase 2 (see tables 1 and 2);
- › the sub-branches to be visited, where relevant (see Table 3);
- › the projects and work locations to be visited (see Table 4).

NB The time assigned pursuant to the above is exclusive of the time required to draw up the report.

¹⁶ The number of employees, inclusive of temporary employees, for the purposes of the certification or an organizational unit (such as a department) is the number of employees who exert an influence on the SCC system, see the scope of the activities. These also extend to the relevant employees of the company (such as the employees of a central safety department or maintenance department and the management responsible for those departments). The number of employees in permanent employment is based on the number on the date on which the application for certification was submitted. The number of temporary employees and other contracted employees is based on the average number during the preceding 12 months.

Division of the audit time

The certification body must, in derogation from IAF MD 22, divide the total audit time between phase 1 and phase 2 on the basis of the following Table 2.

Table 2: Division of audit time for an initial audit, recertification audit and surveillance audit, man-days

Total number of man-days from Table 1	Number of man-days for phase 1 ¹⁷	Number of man-days for phase 2 (implementation at main branch) ¹⁸
0,75	0,25	0,5
1	0,25	0,75
1,75	0,75	1
2	0,75	1,25

Determination of the audit time with a number of branches

When the scope of the organization requesting certification encompasses a number of branches then the determination of the audit time, the sampling and the number of branches to be visited must also comply with the relevant provisions of IAF MD 22.

When conducting an audit involving a number of branches the certification body must also, in line with the provisions of IAF MD 22, include the number of sub-branches listed in Table 3 in the audit. The time assigned to each sub-branch to be visited is 0.25 man-day.

Table 3: Number of sub-branches to be visited

Total number of sub-branches	Initial audit	Each surveillance audit	Recertification audit
X	\sqrt{x}	$0,6\sqrt{x}$	$0,8\sqrt{x}$
2	2	1	2
3-4	2	2	2
5-6	3	2	2
7-9	3	2	3
10-11	4	2	3
12-14	4	3	3
15-16	4	3	4
17-25	5	3	4
26 or more	5	3	4

Determination of the audit time for the number of projects or work locations to be visited

The certification body must, in derogation from IAF MD 22, include the number of

¹⁷ Phase 1 is mandatory for initial audits. It will be necessary to determine whether a phase 1 is needed for the recertification audit and the two interim surveillance audits (in accordance with the aforementioned documents) and, where relevant, the audit time that will be required. The audit times listed in the second column may not be exceeded

¹⁸ This assignment of the time (the effective audit time) is applicable to the initial audit, the recertification audit and the total of the two surveillance audits.

projects or work locations to be visited listed in Table 4 (on the basis of the average number of projects or work locations at any given time)¹⁹ in the audit. The time assigned to each project and work location amounts to between 0.25 and 0.50 man-day, depending on the nature and scope of the audit. This is to be applied for the main branch, the sub-branches to be visited (where applicable) and to all audits: initial audits, recertification audits and each surveillance audit.

Table 4: Number of projects or work locations

Number of simultaneous projects or work locations ¹⁹	Number of projects or work locations to be visited
1	1
2-5	2
6-10	3
11-20	4
21-30	5
31-50	6
51-75	7
76-100	8
101-200	9
201-300	10
301 or more	11

NB 1: At least one of any projects in progress falling under SCC Section 5 must be visited.

NB 2: When short-term equivalent work is carried out by one employee then the number of visits may be halved (rounded off upwards).

¹⁹ Number of simultaneous projects or work locations: the number under the management of the main branch and the sub-branches to be visited (where applicable)

