

	I020 - Safety certification for suppliers and staff	Instruction: I020-001
		Doc No 2018-42254

## Safety certification for suppliers and staff

**Scope** RWE Generation - EN  
**Department** RWE - HSS/GES  
**Review for** 29-05-2027

Document information									
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V2.3	29-05-2024			A. Wirken	S. Potter			Manager GES - R. Kamst	
Check what applies									
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<input type="checkbox"/>	Consent of Works Council N/A				Feature:	no			
Changes compared to previous version									
<ul style="list-style-type: none"> <li>• Requirement RWE for ZZP'er to have VOL-VCA certificate restored.</li> <li>• SCC certification * and ** star conditions updated.</li> <li>• RWE SCC requirements for mono- and multidisciplinary contractors.</li> <li>• Forms F020-001 and F020-002 updated</li> </ul>									
Purpose instruction									
Achieve that RWE policy, in terms of requirements regarding SCC certification companies and personnel, is established and the requirements are clear and how to deal with exceptions.									
Related documents									
Type of document	Title								Code
Output	Managing HSE risks								P053b
Output	<a href="#">Formulier Vrijstelling VCA t.b.v. medewerker</a>								F020-002
Output	<a href="#">Formulier beoordelingscriteria niet VCA-gecertificeerde bedrijven</a>								F020-001
Input	Inkoop proces								P091

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## Introduction

To increase health and safety at RWE's business sites, requirements are imposed on the safety certification of suppliers and contractors and on the safety training of all employees, not only of our own organisation but also of suppliers, contractors and subcontractors working on our business sites.

One of the requirements is that both the company and its employees are SCC, or equivalent, certified. SCC stands for Safety, Health and Environmental Checklist **Contractors**. An SCC diploma or certificate lays the foundations for working safely and healthily every day.

## Certification

### SCC certification for companies (VCA)

SCC certification stands for confidence, for competent companies with well-trained employees, professional safety management and a strong commitment to safety. SCC certification is possible at different levels:

- **SCC\* certification:** aimed at direct safety control in relation to activities on the shop floor. Intended for organisations that do not use subcontractors and perform work that is monodisciplinary, less complex and more limited in scope.
- **SCC\*\* certification:** focusing on direct safety control with regard to activities on the shop floor and safety structures within the company. The work carried out by the company is multidisciplinary, more complex and larger in scale, and can act as a main contractor.
- **SCC Petrochemistry certification:** in addition to SCC\* and SCC\*\*, there is the SCC Petrochemistry. From the SCC Petrochemistry, it can be seen that in principle any organisation eligible for SCC can also certify for SCC Petrochemistry.

RWE only awards contracts for multidisciplinary work on the plants to companies acting as main contractors if they are at least certified in accordance with the SCC\*\* (Safety, Health and Environment Checklist Contractors), SCC Petrochemie or equivalent certification.

For monodisciplinary contractors, RWE imposes the SCC\* requirement.



SCC certificates must comply with NEN-EN-ISO/IEC 17024:2012 and bear the SCC logo (VCA logo) and registration number.

### Validity

The SCC certificate is valid for three years, provided the company continues to meet the requirements. The certificate is only valid if it is registered in the [Central Certificate Register](#).

Excluded from this are:

- Engineering firms, consultants and advisers not providing construction management;
- Transport companies;
- Work on communication systems and provision of computer services under supervision of client or contact person
- Training institutes not active in installations and workshops;
- Firms in facility services such as domestic cleaning in office buildings, movers, catering companies, etc.

### VCA diplomas for staff

- Persons performing work on or in the installations must hold at least the B-VCA (Basic Safety SCC) diploma;
- Persons who supervise the work, such as the work permit holder, or persons in charge of operational staff, should hold the VOL-VCA (Safety for Operational Managers VCA) diploma.

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**Note:** ZPP-ers should also have a VOL-VCA certificate. (RWE requirement)

It is recommended to record all safety training in the safety passport, which can be shown on request. A certificate (diploma or passport) of the SCC diploma must be presented, clearly showing the person's name, date of birth and registration number.

Your SCC diploma is only valid if it is registered in the Dutch [Central Diploma Register](#), or for a diploma obtained in Belgium in the [Belgian Diploma Register](#).

## Exceptions

In very exceptional cases, the conditions on the SCC requirement for personnel may be deviated from with the permission of the branch manager. This is recorded by means of form **F020-002 Vrijstelling persoonlijk VCA-diploma**. See also Instruction I039-000.

However:

- A HSE Work Plan (see Instruction I014) must be prepared and submitted to the client for approval.
- The work must then be carried out under the constant supervision/supervision of the client.

## Execution when issuing orders

### Central Purchasing

Safety certification is included in the General Technical Conditions of Purchase (ATIV). The Purchasing Department handling the contract or order checks whether the company has a valid SCC certificate and records this. In the absence of a valid certificate, another company that does meet this condition will in principle be sought.

If a company must be awarded an order due to business interests, to be assessed by the site manager, and the company is not SCC certified, then form **F020-001 Beoordelingscriteria niet-VCA gecertificeerde bedrijven** must be completed and assessed by a Safety Expert.

## Equivalence business certification

### Equivalence safety certifications

The safety expert can advise on equivalence in case of deviating safety certificates.

### Equivalence of certification

- **Netherlands and Belgium:** Safety, Health and Environment Checklist Contractors (VCA);
- **Germany and Austria:** Sicherheit Certifikat Kontraktoren (SCC);
- **United Kingdom/United States:** Occupational Health and Safety Assessment Series (OHSAS 18001);
- Certificate in Petrochemicals (SCCp);
- Berufs Genossenschaft zertifiziertes AMS (BG);
- Service Safety Management (SeSaM);
- Occupational Health- and Risk-Management-System (OHRIS);
- Arbeitsschutz und Sicherheitstechnischer Check-in Anlagen (ASCA);
- **France:** Manuel d'Amélioration Sécurité Santé Environnement des Entreprises (MASE).

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## Equivalence of SCC diplomas

Belgian SCC diplomas are equivalent. French (MASE), German (SCC) and Austrian (SCC) diplomas are not formally equivalent, but are accepted as such in our country and at RWE. Employees from other countries within and outside Europe often do not have an equivalent or acceptable safety diploma and the employees concerned will still have to obtain a B-VCA or VOL-VCA diploma.

### Equivalence of training

#### **Basic safety (B-VCA)**

- SCC-Dokument 018, Fakultative SGU-Prüfung von operativem tätigem Mitarbeiter
- Safety Passport (CCNSG)The National Course
- Secondary safety expert (MVK)
- Higher safety expert (HVK)
- MO SHE
- Curso de Provenção e Segurança (Cosat)
- IOSH certificate - Working Safely (Institution of Occupational Safety and Health-UK)

#### **Safety for executives (VOL-VCA)**

- SCC-Dokument 017, SGU-Prüfung von operative tätig Führungskräfte
- IOSH certificate - Leading Safely (Institution of Occupational Safety and Health-UK)
- Secondary safety expert (MVK)
- Higher safety expert (HVK)
- MO SHE
- Safety Passport (CCNSG)The National Course+ The Leading a Team Safely Course

In case of doubt as to whether a document is equivalent or acceptable, the local Safety Expert can be contacted.

Note: SCC Documents 015 and 016, are not accepted as equivalents within RWE Generation NL.

## RWE employees (RWE Generation SE)

Staff of RWE Generation SE receive safety training and instructions through his/her supervisor. This is recorded in the HR systems. This is agreed and guaranteed within RWE that they meet the appropriate safety qualifications.