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


Safety certification for suppliers and staff

Scope RWE Generation - EN

Department RWE - HSS/GES

Validity until 01-05-2024

Document information				
Version	Version date	Drafter	Check	Authorisation
V2.1	29-06-2021	R. Gijbers	S. Potter	Manager Health, Safety and Security - R. Kamst
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Changes from the previous version				
<ul style="list-style-type: none"> - Clarification that SCC certification of companies also applies to subcontractors - Form F020-002 for exemption VCA certificate link to adapted version 				
Purpose of instruction				
Ensure that RWE policy on requirements for SCC (VCA) certification of companies and personnel is established and that the requirements are clear and how exceptions should be handled.				
Related documents				
Type of document	Title			Code
Output	Managing HSE risks			P053b
Form	Form Exemption VCA for employee			F020-002
Form	Form for assessment criteria for non-SCC-certified companies			F020-001
Input	Procurement process			P091

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Introduction

In order to improve safety and health at RWE's sites, requirements are set for the safety certification of suppliers and contractors and for the safety training of all employees, not only of our own organisation but also of suppliers, contractors and subcontractors working on our sites.

One of the requirements is that both the company and its employees are VCA, or equivalent, certified. VCA/SCC stands for Safety, Health and Environment Checklist **for Contractors**. A VCA diploma or certificate lays the foundation for safe and healthy working every day.

Certification

VCA certification for companies

The VCA/SCC certificate stands for trust, for competent companies with well-trained employees, professional safety management and a strong commitment to safety. VCA/SCC certification is possible at various levels:

- **VCA* certification:** aimed at the direct safety control of activities on the work floor. Intended for organisations that do not act as main contractors and with up to 35 employees, including temporary staff;
- **VCA** certification:** focused on the direct safety control of activities on the work floor and the safety structures within the company. Intended for organisations with more than 35 employees, including temporary staff, and for smaller organisations that act as main contractor;
- **VCA Petrochemical certification:** Besides VCA* and VCA** there is VCA Petrochemical. From VCA Petrochemical it can be concluded that in principle every organisation that is eligible for VCA/ SCC can also be certified for VCA Petrochemical Industry standard.

RWE only commissions work on the installations to companies that are at least certified according to the VCA** (Safety, Health and Environment Checklist for Contractors), VCA Petrochemical or an equivalent certification.

VCA certificates must comply with the NEN-EN-ISO/IEC 17024:2012 and carry the VCA



Validity


The VCA certificate for companies is valid for three years, provided the company continues to comply with the requirements. The certificate is only valid if it is registered in the [Central Certificates Register](#).

Exceptions to this are:

- Engineering firms, consultants and advisors who do not provide construction management;
- Transport companies;
- Training institutes that are not active in installations and workshops;
- Companies in facility services, such as housekeeping in office buildings, movers, catering companies, etc.

VCA certificates for personnel

- Persons performing work on or in the installations must hold at least the B-VCA (**B**asisveiligheid VCA) diploma;

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- Persons supervising the work, such as the work permit holder, or persons supervising executive staff, or persons working as a self-employed subcontractor, must be in possession of the VOL-VCA diploma (Safety for Operational Managers VCA).

It is recommended that all safety training be recorded in the safety passport, which can be shown on request. It must be possible to produce proof of VCA certification (diploma or passport) which clearly shows the name of the person, date of birth and registration number.

Your VCA diploma is only valid if it is registered in the [Central Diploma Register](#).

Exceptions

In very exceptional cases, the conditions on the VCA/SCC obligation for personnel may be deviated from with the permission of the plant manager. This should be recorded by means of form **F020-002 Exemption from personal VCA diploma**. See also Instruction I039-000 for this.

However:

- A HSE work plan (see Instruction 014) must be drawn up and submitted to the client for approval.
- The work must then be carried out under the constant supervision/supervision of the client.

Execution on commission

Central Purchasing

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

If a company must be awarded an order due to business interests, to be assessed by the branch manager, and the company is not VCA/SCC certified, form **F020-001 Assessment criteria for non-VCA certified companies** must be completed and assessed by a Safety Expert.


Corporate certification equivalence

Equivalence safety certifications

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

Equivalence of certification

- **The Netherlands and Belgium:** Safety, Health and Environment Checklist for Contractors (VCA);
- **Germany and Austria:** Sicherheit Certifikat Kontraktoren (SCC);
- **United Kingdom/United States:** Occupational Health and Safety Assessment Series (OHSAS 18001);
- Certificate for the Petrochemical Industry (SCCp);
- Berufs Genossenschaft zertifiziertes AMS (BG);
- Service Safety Management (SeSaM);
- Occupational Health and Risk Management System (OHRIS);
- Occupational Safety and Health Checkpoints (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 possess an equivalent or acceptable safety certificate and will have to obtain a B-VCA or VOL-VCA certificate.

Equivalence of training

Basic safety (B-VCA)

- SCC Doc. 018, SGU Facultative Approval of Operative Activities of Mitarbeiter
- Safety Passport (CCNSG)The National Course
- Medium level 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 supervisors (VOL-VCA)

- SCC Document 017, SGU-Prüfung von operative tätig Führungskräfte
- IOSH certificate - Leading Safely (Institution of Occupational Safety and Health-UK)
- Medium level 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 whether a document is equivalent or acceptable, the local Safety Expert can be contacted.

Note: SCC documents 015 and 016 are not accepted as equivalent within RWE Generation NL.

RWE employees (RWE Generation SE)

RWE Generation SE staff receive safety training and instructions through their manager. This is recorded in the HR systems. This ensures that they meet the appropriate safety qualifications within RWE.