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1. Scope

These Examination and Certification Regulations (PZO) apply to all certification procedures for SCC personnel in accordance with the programme for the certification of persons of DEKRA Certification GmbH. Examinations based on the SCC Personnel Examination Programme VAZ 2021 and DIN EN ISO 17024 in the respective valid versions lead to the DAkKS accredited SCC degrees (Safety Certificate Contractors):

- SCC Operational employees according to document 018
- SCC Operational supervisors according to document 017

In addition, the General Terms and Conditions (GTC) (D-030-18) and the General Certification Conditions (GTC) (D-030-19) of DCG apply.

The services of the certification body are open to all interested persons and the DCG guarantees equal treatment of all applicants by setting objective criteria for admission, examination and certification.

2. Application and admission to the examination

The application for an examination and certification is made in writing on the basis of the application for certification as SCC personnel (F-03S-22) and confirmation of the PZO, AZB and AGB of the DCG. The application must be submitted at least 10 working days before the scheduled examination date.

Participation in the examinations mentioned under point 1 is subject to the admission requirements listed accordingly in Annex 1.

The evidence required in Annex 1 must be enclosed with the application for certification. The burden of proof lies with the person to be audited.

If the admission requirements are not met, the person to be examined will be excluded from the examination or will take the examination and submit the missing evidence within 10 working days. If the admission requirements have not been fulfilled within 10 working days of the examination date, an examination that has been taken will be deemed to have been failed without further ado and the examination fee must be paid in full. In the event of ambiguities, the certification office is entitled to request further evidence.

All certificates must be written in German. Foreign certificates must be translated by the applicant via a publicly appointed and sworn translator.

The certification body checks the completeness and formal correctness of the application documents as well as the fulfilment of the admission requirements and decides on the admission to the examination.

3. Conduct of the examination

The examination is written and consists of multiple-choice questions (MCF), which are compiled by the certification body according to the specifications of the SHE-Personal VAZ 2021 programm and using the current SHE examination question catalogue. Each questionnaire may only be used once.

The examination is generally held in German.

The organisation of the examination is the responsibility of the certification body. The examinations are carried out by approved examiners commissioned by the DCG for this purpose or by an examination supervisor. The performance of the examination on site is the responsibility of the appointed examiner / examination supervisor.

3.1. Performance of the SCC examination according to doc. 018

The examination is written and consists of 40 MCF. The duration of the examination is 60 minutes. The maximum possible score is 40 points.

No aids are permitted.

3.2. Performance of the SCC examination according to doc. 017

The examination is written and consists of 70 MCF. The duration of the examination is 105 minutes. The maximum possible score is 70 points.

No aids are permitted.

4. Evaluation

The evaluation of the examination is carried out by the appointed and approved examiner.

The examination is considered passed if at least 70 % of the possible maximum number of points is achieved. If less than 70 % is achieved, the examination is considered failed.

The examination result and the examination documents are sent to the certification body and cross-checked.

5. Repetition of the examination

A failed examination can be repeated as often as desired. The application for a repeat examination is made in writing on the basis of the application for repeat examination (F-03S-09) and confirmation of the PZO, AZB and AGB of the DCG.

6. Certification decision

The certification body makes the certification decision within approx. 3 weeks after the examination date. If the certification body deviates from the examiner's vote, this must be justified in writing.

If the examination is passed and certification is successful, the DEKRA certificate is usually issued in German and English for a maximum period of 5 years. The certificate contains the following information: full name, date of birth and title (if available) of the certified person, the acquired qualification level, DEKRA logo, DEKRA mark, information on the certification body, date of examination, place of examination, date of issue, place of issue, expiry date of the certificate, unique certificate number, the SCC logo, the logo of the German Accreditation Body (DAkkS) and the signature of the responsible person.

The certificate holders shall be included in the list of certified persons of the DCG intended for publication for authorised persons. The certificate remains the property of DCG. The terms of use for the certificate are regulated in the GTC.

7. Surveillance

The certified person is responsible for ensuring that he or she retains his or her competence. For this purpose, a code of conduct is agreed upon. The certified person ensures, among other things, regular participation in the

employer's occupational health and safety instructions (at least annually in accordance with ArbSchG § 12 in conjunction with DGUV Regulation 1, § 4) as well as obligatory protection of the environment and safe working. DCG monitors compliance with the terms of use for the certificate. This includes - if occurring during the validity period of the certificate - the evaluation of information from supervisory authorities, the evaluation of complaints and information from interested parties as well as legal actions initiated with regard to the certified person.

8. Recertification

Recertification can be applied for in writing by certificate holders up to 3 months after the expiry of the current certificate using the recertification application form (F-03S-65).

The following proofs required in Annex 1 must be submitted with the application.

Applications submitted later will not be accepted

The prerequisites for recertification are a complete and correct application, the positive evaluation of the submitted evidence and the successful completion of a new audit within 3 months after the expiry of the validity of the old certificate in accordance with point 3. In case of successful recertification, a new certificate will be issued for another max. 5 years. The previous certificate loses its validity.

9. Examination documents

All documents relating to the examination are archived electronically by the certification body. The retention period is 10 years.

10. Costs

Initial examination / Re-examination (incl. certification) / Recertification	Price plus VAT.	Price incl. VAT
SCC Operational employees according to document 018	140,00 EUR	166,60 EUR
SCC Operational supervisors according to document 017	160,00 EUR	190,40 EUR

11. Change service

The participant or certified person is responsible for keeping himself/herself informed about changes to the procedures, descriptions, documents and forms relevant to the certification process. The current documents are available on the DCG website.

Annex 1 - Formal admission requirements for participation in the examination and certification

First-time certification		
Option (<u>only one</u> of the options must be fulfilled)	Explanation	Supporting documents to be submitted
Option 1 Vocational training/studies in Germany	Completed German vocational training/ German university degree (according to BBiG or qualification groups 1-4 according to Annex 13 SGB VI)	Proof of completed German vocational training or university studies, e.g. skilled worker's certificate, journeyman's certificate, master craftsman's certificate, diploma certificate, bachelor's or master's certificate, doctorate certificate, welding engineer's certificate The following, for example, are not accepted: provisional examination certificates; examination certificates for parts of a final examination, certificates from the company providing the training, certificates from the intermediate examination, the preliminary diploma examination, individual certificates of achievements in the course of study.
or Option 2 Vocational training/studies abroad	Persons whose qualification corresponds to qualification group 1-4 according to Annex 13 SGB VI with at least 1 year of professional experience in Germany and thus knowledge of German occupational health and safety and environmental protection.	Proof of a foreign vocational training or university degree, e.g. skilled worker's certificate, master craftsman's certificate, diploma certificate (incl. translation of the foreign proof into German and Confirmation from the employer of at least 1 year's work experience in Germany with details of the candidate, the employer, the period of employment and the specific activity.
or Option 3 Semi-skilled/unskilled persons from home and abroad	Persons whose qualification corresponds to qualification group 5 according to Annex 13 SGB VI, but who, due to at least 3 years of professional experience in Germany in a state-recognised training occupation, have acquired skills that usually correspond to those of persons in the higher qualification group 4 and thus have knowledge of German occupational safety and environmental protection.	Confirmation by the employer of at least 3 years of professional experience in Germany in a state-recognised training occupation (according to the list of state-recognised training occupations in Germany) with details of the candidate, the employer, the period of employment and the specific activity (activities must be listed or described and must correspond to the job description). See sample certificate according to Annex 2
or Option 4 SCC-Training	At least 24 LE. (45 min. each) with learning objectives for managers or employees according to Table 1 of the SHE-Personnel VAZ 2021 programme.	Completed training certificate SCC-Personal (F-03S-32) of a DEKRA-recognised training service provider/instructor
Re-certification		
Option	Explanation	Supporting documents to be submitted
Re-certification	Persons holding a still valid SCC certificate according to doc. 017 or doc. 018*. *In exceptional cases, the re-examination may take place within 3 months of the expiry of the old certificate.	Copy of the still valid SCC certificate according to SCC doc. 017 or doc. 018. The certificate must have been issued by a recognised body (under German accreditation).

Please be sure to observe the following instructions::

- All evidence submitted must be written in German. Foreign certificates must be translated by the applicant via a publicly appointed and sworn translator.

Examination and Certification Regulations (ECR)

Standard SCC personnel
Field of Personnel Certification



- The certificates must be complete and legible. If the certificates consist of several pages, all pages of the certificate must be submitted.
- Copies of the certificates must be submitted.
- The contents of the training must relate to German (occupational health and safety) law. Shortened SCC training courses (e.g. 8 instead of 24 LE.) can replace missing professional experience in Germany after individual assessment. The decision on this is made by DEKRA Certification GmbH.
- Training can only be carried out by recognised training service providers/lecturers qualified in the SHE sector. DEKRA Certification GmbH decides on the recognition of training service providers/lecturers qualified in the SHE field.
- A teaching unit (LE.) corresponds to a teaching unit of 45 minutes.
- The DEKRA form "Training certificate SCC personnel" (F-03S-32) in the current version must be used in all cases. Other training certificates are not accepted. The personal training certificates are valid for 10 years.
- In order to fulfil the admission requirements according to option 3, already existing certificates of employment can also be recognised if they contain the mentioned points. Work experience in Germany must be explicitly confirmed. Professional experience abroad cannot be recognised. The proof must include the period of professional experience.

Examination and Certification Regulations (ECR)

Standard SCC personnel
Field of Personnel Certification



Annex 2 - Sample proof of fulfilment of the admission requirements according to the option

Mustermann GmbH – Handwerkstraße 15 – 00000 Musterstadt

Max Mustermann
Musterstraße 5
00000 Musterstadt
Deutschland

Mustermann GmbH

Contact:

Personnel department
00000 Musterstadt
Tel. 00000000000

Date

xx.xx.xxxx

Sehr geehrte Damen und Herren Dear Ms/Mr Sample Name,

We are pleased to confirm that you worked continuously for our company in Germany as a bricklayer from 2 January 2008 to 30 August 2011.

Your tasks included concrete, reinforced concrete, screed, plaster and waterproofing work.

Best regards

DEKRA Certification GmbH

First name Surname

Personnel department

Examination and Certification Regulations (ECR)

Standard SCC personnel
Field of Personnel Certification

**Annex 3 - Document Matrix**

Document/Form	No.	Participant			Examiner			DEKRA Certification		
		IC		RC	IC		RC	IC		RC
Examination and Certification Regulations (ECR) for SCC personnel	D-09S-01	x		x	x		x	x		x
General Certification Conditions (GCC) Personnel Certification	D-030-19	x		x	x		x	x		x
General Terms and Conditions (GTC) Personnel Certification	D-030-18	x		x	x		x	x		x
Certification process										
Personnel Certification	V-09S-01				x		x	x		x
Application for the certification SCC personnel	F-03S-22	x						x		
Application for recertification	F-03S-17			x						x
Proof of training SCC personnel	F-03S-32	x						x		
Checklist for the examination SCC personnel	C-09S-03				x		x	x		x
Questionnaire including answer sheet	-	x		x	x		x	x		x
Solution matrix	-				x		x	x		x
Application for repeat examination	F-03S-09	o		o				o		o
Candidate list/ ZE	F-09S-24	x		x	x		x	x		x
Certificate*	-	x		x				x		x
Written decision on the certification process	-	x		x				x		x
Examiner assignment	F-06S-03				x		x	x		x
Invoice and travel receipts of the examiner										
Explanations:										