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## Annex 2

### Information on / Explanation of Prerequisites for Participation in SGU- Personnel Examinations and the Applicable Examination Arrangements

#### Examination Arrangements

The examination of operational managers as well as operational employees takes the form of a written examination. **No** auxiliary devices or aids are permitted in the exams. Furthermore, the candidate acknowledges the binding nature of the examination regulations with their signature on the Certification order.

#### Written examination:

	Operational managers	Operational employees
<b>Duration</b>	105 minutes	60 minutes
<b>Number of Questions</b>	70	40
<b>Minimum score</b> (at least 70 %)	49	28

For each question, 4 possible answers are offered, of which only one is correct. Questions answered correctly are awarded 1 point. Questions answered incorrectly, not at all or inconclusively are awarded 0 points.

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#### Validity of the certificate

Certificates awarded to operational managers and operational employees are valid for 5 years. Recertification is subject to the same requirements as initial certification. Candidates must sit a written examination and submit a new certification order in advance to the certification body, including the required evidence.

Once the examination has been passed, re-certification is granted by the certification body for a further 5 years.

Where admission requirements have not been sufficiently documented, candidates may rectify this within 1 months. If the missing documents cannot be submitted within this period, the examination is annulled and the certification procedure closed.

**Explanations for certification of vocational training/professional experience for SGU personnel**

<b>Certification</b>		
<b>Option</b> (only one of the options must be fulfilled)	<b>Declaration</b>	<b>Evidence to be provided</b>
<b>Option 1</b> <b>Vocational training / course of study in Germany</b>	Completed vocational training / university course in Germany (in accordance with the German Vocational Training Act (BIBG) or qualification groups 1-4 in accordance with Annex 13 of the German SGB VI (Volume VI of the Social Code)	<p><b>Proof</b> of completed vocational training / university course in Germany, e.g. skilled worker certificate, apprenticeship diploma, Master craftsman certificate, Diploma, Bachelor certificate, Master's certificate, PhD certificate, welding engineer certificate</p> <p><b>The following are not accepted, e.g.</b> preliminary examination certificates, certification of partial completion of final examinations, certificates from training companies, certificates for intermediate examinations, intermediate Diploma, individual proof of course performance</p>
<b>or Option 2</b> <b>Vocational training / course of study abroad</b>	Persons whose qualification complies with qualification groups 1-4 in accordance with Annex 13 of the German SGB VI (Volume VI of the Social Code) with a minimum of 1 year of professional experience in Germany and thus knowledge of German occupational safety and environmental protection.	<p><b>Proof</b> of completed vocational training / university course abroad, e.g. skilled worker certificate, Master craftsman certificate, Diploma (including <b>translation</b> of foreign certificate into German)</p> <p><b>and</b></p> <p>Confirmation by the employer of a minimum of 1 year of professional experience in Germany, giving details of the candidate, employer, details of the duration of employment and specific activities</p>
<b>or Option 3</b> <b>Trained/untrained personnel, national and international</b>	Persons whose qualification complies with qualification group 5 in accordance with Annex 13 of the German SGB VI (Volume VI of the Social Code) but who have gained skills in a state-recognised vocational discipline that normally complies with those of persons of the higher qualification group 4 and thus have knowledge of German occupational safety and environmental protection through a minimum of 3 years of professional experience in Germany	<p><b>Confirmation</b> by the employer of a minimum of 3 years of professional experience in Germany in a <b>state-recognised vocational discipline</b> (according to the list of state-recognised vocational disciplines in Germany), giving details of the candidate, employer, details of the duration of employment and specific activities (these must be listed or described and must be of relevance to the vocation)</p> <p><u>See sample certificate</u></p>
<b>or Option 4</b> <b>existing HSE Certificate</b>	Persons with a valid SGU examination in accordance with Document 017 or Document 018*  * Renewed examination can take place within 3 months of expiry of the old certificate.	SGU examination certificate in accordance with Document 017 or 018 or SGU examination certificate in accordance with Document 017 or 018 (Austria) or VCA Diploma, listed in the Centraal Diploma Register (www.vca.ssvv.nl) (The Netherlands)
<b>or Option 5</b> <b>existing HSE Certificate</b>	Persons with valid SGU training including SGU examination in accordance with Document 16*  * Renewed examination can take place within 3 months of expiry of the old certificate.	SGU examination certificate in accordance with Document 016 or SGU examination certificate in accordance with Document A016 or documentation (Austria)

If none of this vocational training or professional experience can be verified, an SGU training course consisting of at least 24 sessions (of 45 min. each) must be taken as an alternative. This comprises learning objectives for managers or employees in accordance with Table 1 of the normative SCC guideline. The training certificates issued by the training provider/lecturer, accredited by PersCert TÜV, are then to be submitted.

**Please be sure to observe the following instructions:**

- All evidence must be submitted in German. Evidence of foreign qualifications etc. must be translated. The certification body can stipulate that the translation is provided by an officially appointed and sworn translator.
- The evidence must be complete and legible. If certification consists of several pages, all pages must be submitted.
- The evidence is to be submitted in the form of photocopies.
- The content of training course must be based on German (occupational safety) legislation (Table 1 of the normative document).
- Training may only be carried out by providers and lecturers who are qualified in the HSE sector. Accreditation of training providers/lecturers in the HSE sector is decided by the Personnel Certification Body PersCert TÜV of the TÜV Rheinland Akademie GmbH for HSE personnel.
- A single training session lasts 45 minutes.
- Training certificates must include place and duration of training, level of competence (Document 18 or Document 17) and must be based on Table 1 of the normative document. Details of the course content must be given and it must be clear who provided the training. Personal training certificates are valid for 10 years.
- Existing references may also be recognised in order to fulfil admission requirements stated in Option 3 if they contain the above-mentioned information. Professional experience in Germany must be expressly confirmed. Professional experience abroad cannot be recognised. Certificates must include the duration of professional experience.
- Operational employees are directly involved in performance (e.g. workers, skilled workers, fitters).
- Operational managers are authorised to issue instructions and are directly involved in performance (e.g. construction managers, project managers, master craftsmen, technicians, site foremen, senior fitters, supervisors). As part of SCP certification, dispatchers at human resource providers must also sit the HSE personnel examination for operational managers in order to fulfil the requirements in checklist question 3.3.
- Trained experts for occupational safety who are operational managers, hold a VCA Diploma or Austrian SGU personnel certificate in accordance with Document A17 or A18, do not require an SGU personnel certificate, i.e. these persons do not have to undergo SGU certification.
- Supervisors: Not all persons designated as “supervisors” in SCC-certified companies need automatically be assigned to the qualification level “operational managers”. This is the case, however, when work on site is not usually overseen by an operational manager (site foreman, master craftsman, construction manager, etc.) and the “supervisor” is responsible or takes the management role. In this case, a “supervisor” must sit the SCC examination for operational managers in accordance with Document 017 of the normative SCC guideline.

### Sample certificate for fulfilment of admission requirements in accordance with Option 3

A. N. Other Ltd – Any Street 1 – 00000 Anytown

A. N. Other, Any Street 5  
00000 Anytown  
Germany

**A. N. Other Ltd contact:**

Personnel Department,  
Any Street 1  
00000 Anytown  
Tel. 00000000000

Date xx.xx.xxxx

**SAMPLE**

### Confirmation of your employment in Germany

**Dear Mr Other,**

We are pleased to confirm that you were employed as a bricklayer for our company in Germany without interruption in the period from 02.01.2008 to 30.08.2011.

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

Kind regards,  
**A. N. Other Ltd**