

Appendix 15

Proof of technical suitability to become an Examiner of HSE personnel for first appointment and prolongation

I. First appointment

Name:		First name:	
Born on		Born in	
Street		Location:	
Tel.		E-mail	

Already appointed as (enclose proof)

A1: Auditor for audits based on the normative SCC guideline

Yes No If yes, direct appointment possible

or

A2: Auditor for audits based on OHSAS

Yes No If yes, direct appointment possible

Alternative (enclose proofs):

B1: Training to become a safety specialist

Yes No

or

B2: Training to become an auditor for occupational safety management systems

Yes No

or

B3: Examination and certification as an operational manager in accordance with SCC guideline SCC Document 017

Yes No

or

B4: Nomination to become an examiner in another area (e.g. quality specialist) and proof of his technical suitability for taking HSE personnel examinations in a technical discussion with the SCC coordinator or one of his representatives

Yes No

Technical discussion with the SCC coordinator/representative

Only necessary if yes B4 = Yes

Name of the SCC coordinator/representative	
Place/date of the technical discussion	
Result of the technical discussion: Suitable Yes <input type="checkbox"/> No <input type="checkbox"/>	
Information/Requirements:	
Signature of the SCC coordinator/representative:	

C: Monitoring:

Name of the assessor (monitor) (Head of certification centre or authorised examiner)	
Place/date of monitoring Simulated? <input type="checkbox"/> or Real examination? <input type="checkbox"/>	
Result of monitoring: Suitable Yes <input type="checkbox"/> No <input type="checkbox"/>	
Information/requirements:	

The details will be confirmed in Section C. The required knowledge of the above-mentioned SCC documents, the examination and certification regulations and the QM system of the certification centre were verified in a technical discussion.

.....
Place Date Signature: Instructing person (monitor)

Confirmation of the applicant to become an examiner of SHE personnel:

I agree to adhere to the rules of the SHE personnel certification system insofar as applicable, in particular the provisions of SCC documents no. 017 and no. 018. As part of my activity as an examiner of the certification centre, I am aware that I am subject to its authority and bound to impartiality and confidentiality. I have noted any applicable information/requirements.

.....
Place Date Signature of the applicant to become an examiner of HSE personnel

Decision of the head of the certification centre:

The applicant is approved as an examiner of HSE personnel Yes No

Appointment valid until:.....(date + 3 years – 1 day)

.....
Place Date Signature: Head of the certification centre

Appendix for prolongations of HSE personnel examiners

II. Prolongations

Prolongation no.: **Name of the examiner:**.....

A: Proof of participation in the exchange of experience (1 participation per appointment period); the participation in a exchange of experience for auditors of occupational safety management systems is recognised here.

Yes No Date of last participation:.....Proof enclosed? Yes No

B: Proof of the positively assessed monitoring of an examination carried out in an accredited field by an examiner from the head of the certification centre or from an examiner designated by the head.

Monitoring:

Name of the assessor (monitor) (Head of certification centre or authorised examiner)	
Place/date of monitoring Simulated? <input type="checkbox"/> or Real examination? <input type="checkbox"/>	
Result of monitoring: Suitable Yes <input type="checkbox"/> No <input type="checkbox"/>	
Information/requirements:	

The details will be confirmed in Section C. The required knowledge of the above-mentioned SCC documents, the examination and certification regulations and the QM system of the certification centre were verified in a technical discussion.

.....
Place Date

Signature: Instructing person (monitor)

Confirmation of the applicant to become an examiner of SHE personnel:

I agree to adhere to the rules of the HSE personnel certification system insofar as applicable, in particular the provisions of SCC documents no. 017 and no. 018. As part of my activity as an examiner of the certification centre, I am aware that I am subject to its authority and bound to impartiality and confidentiality. I have noted any applicable information/requirements.

.....
Place

.....
Date

.....
Signature of the applicant to become an examiner of HSE personnel

Decision of the head of the certification centre:

The examiner appointment for HSE personnel is extended by 3 years Yes No

Appointment extended until:.....(date + 3 years – 1 day)

.....
Place Date

.....
Signature: Head of the certification centre