



# SCC-VAZ DOCUMENT 010

CHECKLISTS FOR THE ASSESSMENT OF SUBCONTRACTORS AND PERSONNEL SERVICE PROVIDERS BY CONTRACTORS

EXPLANATIONS TO QUESTIONS 11.1 AND 11.3 OF DOCUMENT 003

**Please note:**

The programme names SCC-VAZ 2021 and SGU Personnel VAZ 2021 are described below as SCC and SGU Personnel for ease of reading.



## Table of contents

<b>Chapter 1</b>	<b>Introduction.....</b>	<b>3</b>
<b>Chapter 2</b>	<b>Definition .....</b>	<b>3</b>
<b>Chapter 3</b>	<b>Checklists 10.1 and 10.2.....</b>	<b>3</b>
3.1	Checklist 10.1 .....	4
3.2	Checklist 10.2.....	6

## **Chapter 1 Introduction**

According to questions 11.1 and 11.3 of document 003, it is a requirement that only subcontractors or personnel service providers are used who can prove that they have a functioning SGU organisation. The minimum requirements are defined in this document 010.

## **Chapter 2 Definition**

### **Subcontractors acc. to question 11.1 of document 003**

Subcontractors ( $\geq 2$  employees) indirectly provide physical and material services for the main client. All subcontractors covered by this definition and used in the scope named on the contractor's SCC certificate must meet the minimum requirements of question 11.1 of document 003. The definition of "subcontractor" includes sub-subcontractors and lower tiers. The contractor to be certified is responsible for the assessment.

One-man subcontractors, are not assessed according to document 010; instead, they are included in the calculation of accident frequency rates according to (see document 003, question 12.6).

### **Personnel service provider acc. to question 11.3 of document 003**

All personnel service providers deployed in the scope named on the contractor's SCC certificate must meet the minimum requirements of question 11.3 of document 003.

## **Chapter 3 Checklists 10.1 and 10.2**

Checklists 10.1 and 10.2 mainly include questions with a legal background. Checklist 10.1 is to be used as a basis for the assessment of subcontractors – Checklist 10.2 as a basis for the assessment of personnel service providers. The outlines of these checklists correspond to those of document 003 and document 023. The result of the assessment shall be justified.

### **Verification management**

Verification management in the context of the assessment of subcontractors and personnel service providers by contractors is provided

- a) in advance by submitting documents, marked with "D" in the checklists 10.1 and 10.2
- b) on site within the framework of an audit, marked with "A" in the checklists 10.1 and 10.2

### **Validity**

If document 010 (2011 version) is used, the proof of assessment of a subcontractor or personnel service provider is valid for 3 years. Assessments made until 31.07.2020 on the basis of document 010 in the 2011 version retain their validity for 3 years.

### 3.1 Checklist 10.1

#### Evaluation of subcontractors according to question 11.1 of document 003

No.	Question	Proof	
<b>1</b>	<b>SGU: Management policy, organisation and commitment</b>		
1.2	Is the company supervised in terms of safety and occupational medicine?	D	
1.3	Does the company have an SGU organisation?	D	
<b>2</b>	<b>SGU hazard identification</b>		
2.1	Is an assessment of the company-specific hazards carried out and documented?	D	
2.2	Is a workplace-related risk assessment carried out and documented?	D	
2.4	Is personal protective equipment adapted to the requirements made available to the employees free of charge and is it maintained and replaced if necessary?	D	
<b>3</b>	<b>SGU training, information and instruction</b>		
3.1	Are all employees who are involved in order processing appropriately qualified for the work they are to perform?	D	
3.2	Do all operative employees who are involved in order processing – including those who work as managers – have proof of a successfully completed, recognised SGU examination in accordance with document 016 or document 018 or in accordance with document 017?	D	
3.4	Do the employees who are involved in order processing and who carry out particularly hazardous work or are assigned to particularly hazardous work areas have special knowledge and training certificates?	D	
3.5	Does the company provide instruction related to SGU?	D	
3.7	Is communication with employees who speak foreign languages ensured?	D	
3.9	Does the company have the necessary operating instructions and have the employees been instructed accordingly?	D	
<b>4</b>	<b>SGU communication</b>		
4.1	Are SGU meetings held in the company?	D	
<b>5</b>	<b>SGU project plan</b>		
5.2	Are the employees who are involved in order processing instructed in the contents of the SGU project plan?		A

No.	Question	Proof	
5.3	Are the employees of subcontractors who are involved in order processing instructed in the contents of the SGU project plan?		A
<b>6</b>	<b>Environmental protection</b>		
7	Preparation for emergency situations		
7.1	Is the company prepared for emergencies?	D	A
7.2	Have the employees who have been assigned tasks in case of emergencies within the company received appropriate training?	D	
<b>8</b>	<b>SGU inspections</b>		
<b>9</b>	<b>Company medical care</b>		
9.1	Based on the risk assessment, has it been determined for which activities regular occupational health examinations are necessary?	D	
9.2	Are the special occupational health check-ups of the employees carried out?	D	
10	Procurement and testing of machines, devices, equipment and working materials		
10.1	Does the company only procure machines, devices, equipment and working materials that meet the requirements of occupational safety and environmental protection?		A
10.2	Are machines, devices and equipment regularly inspected?	D	A
<b>11</b>	<b>Procurement of services</b>		
<b>12</b>	<b>Reporting, registration and investigation of accidents, near misses and unsafe situations</b>		
12.1	Does the company regulate the reporting and recording of accidents with and without absence from work?	D	
12.2	Does the company regulate the investigation of all accidents with and without loss of working hours?		A

### 3.2 Checklist 10.2

#### Assessment of personnel service providers according to question 11.3 of document 003

No.	Question	Proof	
<b>1</b>	<b>SGU: Management policy, organisation and commitment</b>		
1.2	Is the personnel service provider supervised in terms of safety and occupational medicine?	D	
1.3	Does the personnel service provider have a valid permit in accordance with the AÜG (Act on Temporary Agency Work) and is an SGU organisation comprehensible?	D	
<b>2</b>	<b>SGU hazard identification</b>		
2.1	Is an assessment of the trade-related hazards carried out and documented?	D	
2.2	Is a workplace-related risk assessment carried out and documented?	D	
2.4	Is personal protective equipment tailored to the requirements provided to temporary workers free of charge and is it maintained and replaced if necessary?	D	
<b>3</b>	<b>SGU training, information and instruction</b>		
3.1	Do all temporary worker who are involved in order processing have sufficient and up-to-date qualifications in relation to the work they are to perform?	D	
3.2	Do all temporary workers who are involved in order processing – including those who are work as managers – have proof of a successfully completed, recognised SGU examination in accordance with document 016 or document 018 or in accordance with document 017?	D	
3.4	Do temporary workers who are involved in order processing and who carry out particularly hazardous work or are assigned to particularly hazardous work areas have special knowledge and training certificates?	D	
3.5	Does the personnel service provider carry out SGU instructions?	D	
3.7	Is communication with foreign-language temporary workers ensured?	D	
3.8	Does the personnel service provider have the necessary operating instructions and have the temporary workers been instructed accordingly?	D	
<b>4</b>	<b>SGU communication</b>		
4.1	Are SGU meetings held at the HR personnel service provider?	D	

No.	Question	Proof	
<b>5</b>	<b>SGU project support</b>		
5.1	Does a qualification and suitability check take place before assigning temporary workers to work at tasks involved in order processing?	D	
5.2	Are temporary workers who are involved in order processing familiarised with the SGU rules and regulations of the hirer?	D	
5.3	Does the personnel service provider ensure that the workplace-related risk assessment is up to date and that the SGU agreements concluded with the hirer are complied with during the period of employment at the place of work?		A
<b>6</b>	<b>Company medical care</b>		
6.1	Based on the risk assessment, has it been determined for which activities regular occupational health examinations are necessary?	D	
6.2	Are the special occupational health check-ups carried out for temporary workers who are involved in order processing?	D	
<b>7</b>	<b>Reporting, registration and investigation of accidents, near misses and unsafe situations</b>		
7.1	Does the personnel service provider regulate the reporting and recording of accidents with and without loss of working hours?	D	
7.2	Does the personnel service provider regulate the investigation of all accidents with and without loss of working hours?		A