Schedule

1. **Scope: for whom?**

2. **Levels of certification**

3. **Structure of the new SCC 2017/6.0**

4. **SCC 2017/6.0 : General**

5. **SCC 2017/6.0 Checklist: the changes**

6. **Mandatory and supplementary questions for each level**

7. **Logo**

8. **Duration of the audit**

9. **Transitional arrangement**

10. **Auditors KIWA Belgium**

11. **Questions**

1. Why is the SCC renewed?

- **Back to the basics: more attention to safety, health, and the environment, in practice, at the workplace.**

- **Adjustment to the spirit of the times and views from the past.**

2. Scope: for whom?

- **SCC has been set up for contracting businesses, which engage in operational activities at their client's location**

- **NOT for businesses that do not engage in activities at their client's location.**

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3. Levels of certification

- **SCC***

  - *Direct command of SHE during* *workplace* *operations* *without engaging* *subcontractors*
  - *23 must-questions (instead of 25 in SCC 2008/5.1)*

- **SCC****

  - *Direct command of SHE during* *workplace operations* *as well as within the SHE-structure (such as SHE-policy, SHE-organization and management of improvements*
  - *27 must-questions and 4 of the 8 supplementary questions (instead of 37 and 6 of 14 supplementary questions of the SCC 2008/5.1)*

- **SCC Petrochemistry**

  - *SCC** + supplementary requirements for petrochemistry*
  - *33 must-questions and 1 of the 2 supplementary questions (instead of 43 and 2 of 4 supplementary questions of the SCC 2008/5.1)*

4: Structure SCC 2017/6.0

- **Definitions, abbreviations, concepts**

- **The procedural part**

- **Checklist**

  - *11 chapters (instead of 12 in the SCC 2008/5.1)*

  - *35 questions (instead of 47 questions in the SCC 2008/5.1)*

  - *Must-questions and supplementary questions depending on *, ** or –p*

- **Appendices:**

  - *Appendix A: Subcontractor requirements*

  - *Appendix B: Independent subcontractor requirements*

  - *Appendix C: CI, auditor and coordinator requirements*

  - *Appendix D: Determining the duration of the audit*

- **The decisions of the ECE listed on the BeSaCC-website, are an integral part of the SCC**

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5. Checklist SCC 2017/6.0 : General:

- **How are questions to answers evaluated?**

  - *The minimum requirements have to have been met.*
  - *It has to be shown that the required documents are present.*

- **NB-questions**

  - *Questions designated by NB are scored positively if they do not apply. For instance: question 10.3 is scored positively if the company does not employ temporary workers.*
  - *The same goes for questions 8.4, 10.1, 10.2, and 10.3*
  - *All other questions apply regardless!*

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6. Checklist SCC 2017/6.0 : the changes

- **Question 1.1 Does the company have a SHE policy statement? */**/P**

  - *Unchanged*

6. Checklist SCC 2017/6.0 : the changes

- **Question 1.2 Has an officer been appointed who is responsible for safety, health and the environment within the company? */**/P**

  - *No longer a SH-officer but a SHE-officer*

  - *Appointed within the company*

  - *Requirements: minimum level II/MVK (i.e. for the chapter Environment this is sufficient unless there is a legal requirement for environmental coordinators : VLAREM title I appendix 1)*

    - *for foreign certificates the BeSaCC-website lists accepted equivalent certificates (also viz. appendix 1).*

    - *BeSaCC can also be asked for acceptation of certificates that are not listed (viz. appendix 2).*

    - *If not knowledgeable: min. SCC-SUP and it has to be shown that once every certification period an external expert has actually been active.*

6. Checklist SCC 2017/6.0

- **Question 1.3 Does the organization have a SHE-structure? _/**/P**

  - *Organogram by name with all management levels up to and including foreman/team leader*

  - *Job description with:*

    - *General descriptions such as tasks, competences, qualifications, ...*

    - *Specific SCC tasks such as TRA, instructions, TBM, plans of action,...*

- **Question 1.4 Are managers assessed for their knowledge of SHE? -/☐/P**

  - *Unchanged*

  - *Has become required for SCC-P*

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6. Checklist SCC 2017/6.0

- **Question 1.5 Are internal audits carried out? */**/P**

  - *New question about internal audits , mandatory for all levels: focus on ongoing improvements linked to ISO 9001.*

  - *Involvement of SHE-officers*

  - *In the initial audit, with an internal audit, the company has to have made sure the requirements of the standard have been met.*

  - *A checklist is not sufficient!*

  - *Plan of action: Who does What versus When and by What means*

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6. Checklist SCC 2017/6.0

- **Question 1.6 Is it assessed whether the SCC-requirements have been met? */**/P*

  - *Qualitative and quantitative assessment by the management:*

    - *Prior management assessment: results and effectivity*

    - *Plan of action internal audit*

    - *External audit reports*

    - *Program SHE-awareness and behaviour (does not apply to the SCC*)*

    - *Incidents (viz. questions 11.1 and 11.2)*

    - *IF – goals +* *plan of action (used to be part of question 1.7)*

    - *For SCC-P : 3 supplementary goals + plan of action* *(used to be part of question 1.8)*

  - *Plan of action*

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6. Checklist SCC 2017/6.0

- **Question 2.1 Does the company have a recent SHE risk inventory and evaluation? */**/P**

  - *I.e. including the environment !*

  - *No longer for 'hazardous functions' but for 'all regular operational activities'*

  - *When being active abroad, the rules and regulations in force there have to be taken into account.*

  - *The prior requirement to adapt the RIE based on accidents and incidents is now part of question 11.2*

6. Checklist SCC 2017/6.0

- **Question 2.2 Are task-risk assessments (TRAs) performed? */**/P**

  - *No directive has to be set up for when TRAs have to be performed*

  - *For all uncommon risks or risks outlined in 2.1, in which standard operating procedures can be deviated from, a TRA has to be performed.*

  - *The prior requirement to adapt the TRA based on accidents and incidents is now part of question 11.2*

  - *It has to be shown that at least one TRA is not older than one year.*

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6. Checklist SCC 2017/6.0

- **Question 2.3 Are LMRAs performed before work is started? */**/P**

  - *‡ initial working meetings*

  - *LMRAs before work is started or in case of changes of the situation at the work place*

  - *It is checked how LMRAs are performed*

- **Question 2.4 on the legal obligation of PMP is omitted : this remains a legal requirement.**

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6. Checklist SCC 2017/6.0

- **Question 3. Are all employees trained vocationally and experienced in ways related to the work they are performing? */**/P**

  - *No changes*

- **Question 3.2 Do all operational employees have a B-SCC degree? */**/P**

  - *Unchanged*

  - *Equivalent degrees are listed on the BeSaCC-website (appendix 1)*

- **Question 3.3 Do all operational supervisors have a SCC-SUP degree? */**/P**

  - *Unchanged*

  - *Equivalent degrees are listed on the BeSaCC-website (appendix 1)*

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6. Checklist SCC 2017/6.0

- **Question 3.4 Do all employees have the appropriate specific knowledge and skills for the tasks and activities they have to perform in hazardous environments? */**/P**

  - *Always applicable i.e. also for tasks outside the petrochemistry sector*

  - *Hazardous tasks originate in the RIE or TRA*

  - *Register of hazardous tasks (appendix 3) => as part of the petrochemistry exam in a SCC-approved center.*

- **Question 3.5 Does proprietary SHE information and instruction exist? */**/P**

  - *Outlining the SHE policy has to be part of the information and instructions given*

  - *There has to be communication about the availability and accessibility of the SHE-instructions.*

  - *Instruction ‡ handing out of instruction cards !*

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6. Checklist SCC 2017/6.0

- **Question 3.6 Are the company's own employees as well as all temporary employees and employees of subcontractors, briefed on the internal rules and procedures of the client as well as on the content of the SHE-project plan? */**/P**

  - *The prior question 3.6 on safety passports is omitted*

  - *= prior question 3.8*

  - *Addition of project-specific risks*

  - *Supplementary requirements:*

    - ✓ *instructions before work is started,*

    - ✓ *assurance of the instructions to all employees, including subcontractors*

    - ✓ *Mandatory registration (e.g. an attendance register) of instructions given and a SHE project plan (prior questions 5.2 and 5.3)*

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6. Checklist SCC 2017/6.0

- **Question 3.7 Are SHE-matters discussed without being hampered by linguistic barriers? */**/P**

  - *no more requirements for specific questions 3.5, 5.2 and 7.1, but for relevant SHE-matters*

  - *a communication plan is required when non-Dutch speaking people are involved.*

6. Checklist SCC 2017/6.0

- **Question 4.1 Does the company provide for SHE consultations?** *_/**/P_Required for all levels

  - *is now required for SCC**

  - *no more compulsory consultations between management and employee representatives*

  - *During regular meetings on ALL organizational levels, SHE matters are discussed. frequency equal to or less than once every 3 months.)*

  - in regular meetings, *employees themselves have to be able to table SHE matters*

  - *Toolbox meetings are mandatory throughout the year.*

  - *TBM frequency is fixed and depends on the level:*

    - ✓ *SCC* 4x/year,*

    - ✓ *SCC** and SCC-P 10x/year*

  - *The goal is to have live TBMs except for exceptions (to be substantiated by the company) but minimally 50% has to be organized live.*

6. Checklist SCC 2017/6.0

- **Question 4.2 Does the company have a program to affect SHE-awareness en behaviour? _/**/P**

  - *is now required for SCC***

  - *Observations have been replaced by showing initiatives and active involvement of employees and management to stimulate SHE-awareness and -behaviour positively.*

  - *Emphasis on the positive findings too*

  - *Examples of initiatives have to be demonstrable showing active involvement of employees and management.*

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6. Checklist SCC 2017/6.0

- **Question 5.1 Does your company work with SHE-project plans? _/**/P**

  - *Demands of the SHEPP have to include* *TRAs*

  - *Making the SHEPP demonstrable is required and at least one SHEPP has to be no older than one year.*

- **Question 5.2 Is the SHE project plan offered to the client to be discussed? -/❑/P**

  - *Prior question 5.4, otherwise unchanged*

Chapter 6 on Environmental Care is dropped; the subjects are, however, included in other questions like 1.2, 2.1 and 2.2

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6. Checklist SCC 2017/6.0

- **Question 6.1 Is the company prepared to act effectively in case of an emergency situation? */**/P**

    - *Only textual changes, the contents have remained the same*

- **Question 6.2 Have the employees that are responsible in emergency cases, been trained appropriately? -/❑/❑**

    - *Supplementary, but legally required question*

    - *Unchanged*

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6. Checklist SCC 2017/6.0

- **Question 7.1 Are periodic workplace inspections performed by operational supervisors? */**/P**

  - *The possibility exists that other operational employees too will be able to perform WI provided they are supervised by a supervisor*

  - *Inclusion of positive findings in procedures and reports*

  - *The frequency is once a month for each operational workplace.*

  - *the operational supervisors participate at least once every three months in an inspection of every workplace.*

- **Question 7.2 Is a trend assessment performed of the results (positive as well as negative) collected during the inspections? -/☐/P**

  - *No more classification according to nature and reasons, just straightforward classifications*

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6. Checklist SCC 2017/6.0

- **Question 8.1 Is the medical eligibility of employees for specific functions and tasks assessed against the risks listed?Does the same hold when they are employed at specific workplaces? */**/P**

  - *not only for their functions but also for their tasks: a summary is mandatory*

  - *not only based on RIE but also based on TRA*

- **Question 8.2 As far as exposure risks are concerned, has it been established for which functions and tasks and for employment at which specific workplaces, employees should be offered a periodic medical exam? */**/P**

  - *not only for their functions but also for their tasks: a summary is mandatory*

  - *not only based on RIE but also based on TRA*

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6. Checklist SCC 2017/6.0

- **Question 8.3 Are employees given the opportunity to consult with a qualified medical expert?_/❑/❑**

  - *Unchanged*

- **Question 8.4 Does the company pursue a policy to offer customized work? -/❑/P**

  - *A procedure has to be put in place to provide for customized work.*

  - *No only for 'after an accident' but also in case of diseases, private accidents, occupational illnesses,…*

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6. Checklist SCC 2017/6.0

- **Question 9.1 Have materials, work equipment, and PMP that comply with SHE, been acquired? */**/P**

  - *Unchanged*

- **Question 9.2 Are work equipment and PMP checked periodically? */**/P**

  - *require the expiration date of the approval to appear on the work equipment and PMP => a system using colour codes is also acceptable.*

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6. Checklist SCC 2017/6.0

- **Question 10.1 In case of subcontracting, is it verified that, at the workplace, all applicable SCC-requirements are met? -/❑/P**

  - *Alteration of the requirement that subcontractors have to be SCC-certified or have to comply with appendix A of the standard SCC2017/6.0, which has been changed compared to appendix B of the SCC2008/5.1*

  - *Independent contractors have to comply with appendix B of the standard*

- **Question 10.2 Is a structured assessment performed of frequently employed subcontractors based on their SHE-performance? _/**/P**

  - *Mandatory for SCC***

  - *Contents unchanged*

6. Checklist SCC 2017/6.0

- **Question 10.3 Is an employment agency used to hire independent contractors with relevant SHE-knowledge and skills for operational activities? -/❑/P**

  - *It is mandatory that an overview be available of the required SHE-knowledge and skills for the activities for which temporary employees will be deployed.*

6. Checklist SCC 2017/6.0

- **Question 11.1 Has the company implemented a procedure to report and register accidents of employees with or without absence/lost days, near-accidents and other SHE-incidents? */**/P**

  - *Required for all levels*

  - *Registration requirement for:*

    - ✓ *accidents with absence/lost days*

    - ✓ *accidents with customized employment*

    - ✓ *accidents without absence/lost days (starting at first aid)*

    - ✓ *near-accidents*

    - ✓ *unsafe situations and actions*

    - ✓ *other SHE-incidents such as material damage and environmental incidents*

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6. Checklist SCC 2017/6.0

- **Question 11.2 Are accidents with or without absence/lost days, near-accidents and other SHE-incidents investigated?** **/**/P*

    - *Required for all levels*

    - *Investigation procedure related to the potential gravity of the incident*

- **Questions 12.3, 12.4 en 12.5 of SCC 2008/5.1 have been integrated in questions 11.1 en 11.2 of SCC 2017/6.0**

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Question	*	**	P
1.1 SHE-policy statement	*	**	P
1.2 SHE-officer	*	**	P
1.3 SHE-structure		**	P
1.4 SHE-assessment		❑	P
1.5 Internal audits	*	**	P
1.6 Management assessment	*	**	P
2.1 Actual SHE RI&E	*	**	P
2.2 Task-risk Assessments	*	**	P
2.3 Last Minute Risk Assessment (LMRA)	*	**	P
3.1 Appropriate professional training and experience	*	**	P
3.2 Operational employees B-SCC	*	**	P
3.3 Operational supervisors SCC-SUP	*	**	P
3.4 Training hazardous tasks / environment	*	**	P
3.5 Proprietary SHE-information & instruction	*	**	P
3.6 Knowledge-based rules/procedures clients	*	**	P
3.7 SHE without linguistic barriers	*	**	P
4.1 Does the company organize SHE consultations?	*	**	P
4.2 SHE-awareness and SHE-behaviour		**	P

Question	*	**	P
5.1 SHE-project plans		**	P
5.2 SHE-plan discussed with client		❑	P
6.1 Prepared for emergency situations	*	**	P
6.2 ERW-training		❑	❑
7.1 Periodic workplace inspections	*	**	P
7.2 Trend analysis shortcomings		❑	P
8.1 Assessed for medical capability	*	**	P
8.2 Periodic medical inspections (Health and Safety Service)	*	**	P
8.3 Consulting health services		❑	❑
8.4 Policy adapted work after an accident		❑	P
9.1 Responsible materials and work equipment	*	**	P
9.2 Periodic inspection of workequipment	*	**	P
10.1 Subcontractors meeting SCC requirements		❑	P
10.2 SHE-performance subcontractors		**	P
10.3 VCU-certified staffing organization		❑	P
11.1 Reporting and registering of accidents	*	**	P
11.2 Research	*	**	P

8. Duration of the audit

- **Compared to SCC 2008/5.1, less time has been allocated to office activities and more to activities at work locations/projects. In both versions, the total amount of time spent is roughly the same.**

- **Except for companies with only 1 concurrent place of work/project, 1 additional project visit is made during the audit.**

- **Time spent depends on:**

    - the level: SCC*, SCC** of SCC-P

    - kind of audit: Initial audit, re-certification audit or control audit

    - number of employees

    - number of branch offices

    - The number of concurrent projects/workplaces no more distinction between project and workplace)

- **The number of visits to subsidiaries has remained the same.**

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9. Logo's

- **New logos**

vca✔ vcu✔

- **Use of the logo**

    - *The logo is available already and is independent of the version of the standard*

    - *The logo is not to be changed!!!*

    - *The old logo can be used till 2028 but is no longer supported*

    - *Certified companies are allowed to use the logo for promotional purposes, to show (potential) clients and relations that they are SCC or VCU certified.*

    - *If only part of the company has been certified, the logo may only be used for said part.*

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10. Transitional arrangement

- **Timing:**

  - ❖ Has appeared on April 2, 2018.

- **Transitional measures**

  - ❖ No later than three years and six months after publication, all certificates have to be based on SCC 2017/6.0. => i.e. October 2, 2021

  - ❖ Starting three months after publication, in order to be certified, contracts have to be based on SCC 2017/6.0 =>. i.e. starting July 2, 2018.

  - ❖ For foreign certificates, an abridged transitional arrangement is in force. No later than one year and six months after publication, these certificates have to be based on SCC 2017/6.0 =>, i.e. starting October 2, 2019.

  - ❖ In practical terms:

    - ❖ the next re-certification audit will be based on SCC 2017/6.0

    - ❖ If you so wish, a switch can be made to the new standard during a verification audit. You are required to inform Kiwa Belgium in a timely manner.

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11. Our auditors

- **Auditors**

    - Joke Covens

    - Hans De Roek

    - Geert Mattheeuws

    - Kris Bertels

    - Annet Stoffels

    - Johan de Reu

    - Lucy Verstraete

- **Reviewers**

    - Geert Mattheeuws, Johan de Reu, and Kris Bertels

12. Any further questions?

For additional questions contact us at:

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