

Personnel certification body PersCert TÜV Alboinstraße 56, 12103 Berlin

Appendix 1

Certification order for SGU personnel

(Please send to the above-mentioned certification body) The order is hereby placed for the original certification as (please tick as appropriate): ☐ operational management according to document 017 of the Normative SCC¹ Regulation (managerial staff are authorised to issue directives and are involved in service provision - e.g.: site managers, project managers, master craftsmen, technicians, supervisors, senior assemblers, foremen**) Upperational employees according to document 018 of the Normative SCC Regulation (employees are directly involved in service provision - e.g.: workers, skilled workers, assemblers) 1. Information on the applicant and the order Information on the applicant / person to be certified ☐ Ms □ Divers □ Mr Surname* First name* Address* (street, house number, postcode, town/city) Tel. no. Email Date of birth* Place of birth* *mandatory information Information on the employer / company (not applicable if the applicant is self-employed) Confirmation of the certification order by the employer / company: (Please always fill this out with company stamp and signature!) Company* Address (street, house number, postcode, town/city)* Tel. no. Email Employer's stamp and signature *mandatory information 2. Information on vocational training completed: Vocational training / Vocational training / Trained/untrained □ existing personnel, national and SGU Certificate course of study in course of study abroad Germany international attach the necessary docuattach the necessary docuattach the necessary docuattach the necessary ments ments ments docu-ments For the qualification of managerial staff at an operational level and operational employees, a completed vocational training course

according to the vocational training act or equivalent or a higher qualification is required. If vocational training has not been suc-

¹ SCC = Safety Certificate Contractors

cessfully completed, please fill out point 3 "confirmation of course attendance".

3. Confirmation of course attendance (if necessary)

(Please observe the requireme	ents on the information	<u>n sheet strictly and enclose a c</u>	opy of
the certificate of attendance!)			

Name of further education	organisation

4. General declarations / obligations relevant to the certification order

I herewith confirm that all information which I have provided for the certification process is correct.

I am aware that

- the certification body remains owner of the certificate;
- false statements and misuse or misleading use of the certificate may lead to withdrawal of the certificate the separate use of logos/symbols of DAkkS², the VAZ e.V.³ or TÜV⁴ is classified as misuse:
- rights of complaint and appeal exist against decisions of the certification body. Complaints and appeals must be made to the certification body in writing;
- my personal data is treated confidentially by the certification body and governed by data protection.
- Should your admission requirements fail to be sufficiently documented, you may complete them within <u>1 months</u>.
 If the documents cannot be provided completely within this period, the examination will be invalidated and the certification process closed.
- my admission requirements for online examinations must be submitted in full to PersCert TÜV <u>before</u> the examination begins.

l accept that the certification issued is recorded in a list of certificate holders which is open to the public and that the certification body is authorised by the certificate holder to provide information about the certificate issued to the holder upon request and to inspect my examination and certification documents only during the presence of representatives of the accreditation body during audits.

I hereby agree

- not to misuse certificates,
- not to use certificates misleadingly,
- to return certificates to the certification body after withdrawal,
- · to notify the certification body of any changes to my address after the certificate has been issued.

The General Examination Regulations for Personnel (QMP_SGU-F08) apply, the contents of which I have taken note of and acknowledge with my sign-ture. With my signature, I bindingly register for the above-mentioned examination.

(Place, date) (Applicant's signature)

² DAkkS = the German accreditation body

³ VAZ e.V. = Association of accredited certification societies

⁴ TÜV = German Technical Inspection Association