

Appendix 1

Certification order for HSE 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**)
- operational 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

Title	Surname	First name
Address (street, house number, postcode, town/city)		
Tel. no.	Fax	Email
Date of birth	Place of birth	

Information on the employer / company (not applicable if the applicant is self-employed)

Company		
Surname	First name	
Address (street, house number, postcode, town/city)		
Tel. no.	Fax	Email

**Confirmation of the certification order by the employer / company:
(Please always fill this out with company stamp and signature!)**

Place	Date	
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Confirmation of the information and declarations specified in the certification order / obligations by the applicant / person to be certified (please always fill this out and sign!):

Place	Date	Applicant's signature
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*See information / explanatory sheet

¹ SCC = Safety Certificate Contractors

2. Information on vocational training completed:

(It is imperative that you attach the necessary supporting documents!)

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

Vocational training description: (proof)

3. Confirmation of course attendance (if necessary)

(Please observe the requirements on the information sheet strictly and enclose a copy 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 DGMK³ 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 3 months. If the documents cannot be provided completely within this period, the examination will be invalidated and the certification process closed.

I 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.

.....
(Place, date)

.....
(Applicant's signature)

Filled out by the certification body		
Requirements		Remarks
Proof of vocational training	<input type="checkbox"/>	
Alternatively: proof of training Participation	<input type="checkbox"/>	
SHE examination successfully passed	<input type="checkbox"/>	
Certificate can be issued	<input type="checkbox"/>	

.....
(Place, date)

.....
(Certification body director/representative's signature)

² DAkkS = the German accreditation body

³ DGMK = German Society for Petroleum and Coal Science and Technology

⁴ TÜV = German Technical Inspection Association