



SGU PERSONNEL VAZ DOCUMENT 017

SGU EXAMINATION OF OPERATIONAL MANAGERS BY
DAKKS-ACCREDITED PERSONAL CERTIFICATION BODIES

EXPLANATIONS TO QUESTION 3.3 OF DOCUMENT 003 AND DOCUMENT 023

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.



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Chapter 1 Introduction

In documents 003 and 023, mandatory question 3.3 requires a successfully completed, recognized SGU examination for operational contractor employees.

This document 017 contains explanations on how to fulfil this requirement. The SGU examination is carried out by accredited personal certification bodies.

Details can be found in the documents concerning the certification programme for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of VAZ e.V. (documents ZP01 - ZP03, abridged version: SGU programme).

Chapter 2 SGU list of examination questions

VAZ e.V. is the owner of the SGU list of examination questions for operative employees and managers at the operational level and is responsible for its maintenance. The SGU list of examination questions is revised at regular intervals, and is therefore adapted to the results of the workplace and activity analysis in consultation with interested parties and on the basis of the latest occupational safety and environmental protection legislation and appropriate findings from practice.

The latest version of the SGU list of examination questions is binding for the SGU examination of operational managers by accredited certification bodies.

The SGU list of examination questions can be obtained from VAZ e.V. in German or English only.

Personnel certification bodies accredited by DAkkS for the SGU programme receive the SGU list of examination questions together with the solutions for the employee and management questions. Users and other persons receive the SGU list of examination questions together with the solutions for the employee questions only.

Chapter 3 Participants

Managers at operational level are authorized to issue instructions and are involved in the provision of services (e.g. construction manager, project manager, site manager, master craftsman, technician, foreman, senior fitter, supervisor¹).

All managers (at least 90%) who are operationally active within the scope of an SCC or SCP certificate and who have been in a management function for more than 3 months must have passed a recognized SGU examination. As part of SCP certification, to satisfy checklist question 3.3, personnel service provider dispatchers must also pass the SGU examination for senior operations managers.

¹ Not all persons designated as "supervisor" within the company require an examination in accordance with 3.3 (but training and examination in accordance with 3.2 in any case). An examination in accordance with 3.3 is then also necessary for "supervisors" if no operative manager (foreman, master craftsman, construction manager, etc.) is in charge of the work on site and the "supervisor" is in charge or in the leading position. It is up to the company to determine whether an examination takes place in accordance with 3.2 or 3.3.



The following are exempt from this requirement within the scope of SCC and SCP certification:

- Trained occupational safety specialists who are operational managers within the company, and
- Operational level managers who hold a VCA diploma - provided that this is listed in the Central Diploma Register, see <http://www.vca.ssvv.nl>

Entrepreneurs who have opted for the alternative requirement-based occupational medical and safety supervision (entrepreneur model) in accordance with DGUV Regulation 2 and are not trained as occupational safety specialists are not exempt.

Chapter 4 Examination modalities

4.1 Entry requirements

Participation in the SGU examination and the issuing of the certificate is associated with entry requirements which result from the "Certification Programme for Operational Personnel of Contractors in the SGU Area with Rules for the Application of DIN EN ISO/IEC 17024 for the Certification of Persons on the Basis of the SGU Programme" document of VAZ e.V.

4.2 Compilation of the examination documents

The accredited personal certification body must ensure that only the latest SGU list of examination questions is applied.

The SGU list of examination questions contains 14 subject areas, identified by the letters A - N. There are learning objectives for each subject area. For the SGU examination of operational managers, 70 learning objectives must be selected by the accredited personnel certification body in accordance with the distribution specifications in Table 017-1. When the learning objectives are being selected, it is possible to take the particular qualifications and intended activities of the persons being tested into consideration.

One multiple-choice question must be selected for each of the 70 learning objectives selected in accordance with Table 017-1. For each multiple-choice question, 4 answers are offered, of which only one is correct. In the questionnaire, multiple-choice questions relevant to the examination of employees are marked with an M after the hyphen (e.g., A01-M01), and multiple-choice questions relevant to the examination of managers are marked with an F after the hyphen (e.g., A02-F01). A balanced mix of employee and management issues should be chosen, but in no case exclusively management or exclusively employee issues.

The 70 multiple-choice questions selected in this way are to be compiled in a task booklet in random order without naming the question number.

Table 017-1: Distribution of the learning objectives to the individual subject areas

Subject area	MANAGERS	
	Time: 105 min Default: 70 LZ / Questions Passed: 49 Correct	
	Learning ob- jective actual	Target learn- ing objective
A Legal provisions	20	5
B Hazard and risk assessment	14	5
C Causes of accidents, accident prevention and accident reporting	9	5
D Conduct in compliance with the safety regulations	7	5
E Operational organization	10	5
F Workplace and activity specifications	9	6
G Emergency measures	7	2
H Hazardous substances	25	7
I Fire and explosion protection	12	6
J Work equipment	12	6
K Working procedures	15	7
L Electricity and radiation	5	4
M Workplace design	10	3
N Personal Protective Equipment (PPE)	9	4
Total		70

4.3 Examination and examination evaluation

The task booklet with the selected 70 multiple-choice questions must be completed by the examination candidates in 105 minutes without any aids.

At the end of the examination, the results are evaluated by the accredited personal certification body. The examination of operational level managers is regarded as passed if at least 70% of the questions were answered correctly, i.e. if at least 49 correct answers were given. If an SGU exam is not passed, it can be repeated any number of times.

4.4 Certification

The successful examination candidates will be issued with an SGU certificate by the accredited personal certification body.

The validity of an SGU certificate obtained in the initial certification begins on the day of the positive certification decision and is valid for 5 years from the day of the successful examination minus 1 day.

It is advisable to use the safety pass to enter the successfully passed examination (see document 003/023, question 3.6).

4.5 Documentation and analysis

The accredited personal certification body must record how often an examination question has been selected, and ensure that repetitions are kept within limits. The statistical evaluation is the responsibility of VAZ e.V. as the owner of the SGU examination questionnaire. Details can be found in the documents concerning the certification programme for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of VAZ e.V. (documents ZP01 - ZP03, abridged version: SGU programme).

4.6 Audit of foreign language-speaking managers

In order to examine managers who do not understand or are not sufficiently proficient in German or English, the accredited personal certification body must translate the task booklet with the selected 70 multiple-choice questions and/or may use an interpreter during the examination. The basis is always the current SGU list of examination questions in German or English. Details can be found in the documents concerning the certification programme for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of VAZ e.V. (documents ZP01 - ZP03, abridged version: SGU programme).

Chapter 5 Personal certification bodies

The DAkkS is responsible for the accreditation of certification bodies for the SGU programme on the basis of DIN EN ISO/IEC 17024.

Details can be found in the documents concerning the certification programme for personnel in the SGU area with rules for the application of DIN EN ISO/IEC 17024 of VAZ e.V. (documents ZP01 - ZP03, abridged version: SGU programme).

The current list of personal certification bodies accredited by the DAkkS for the SGU programme is available from the DAkkS and can be viewed on the DAkkS homepage www.dakks.de.