

| Decision | | | |
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| Committee | CoE Safety Culture Ladder NEN | Decision number | 2016-03 |
| Date decision | 2016-12-05 | | |
| Subject | Proposal for more detailed specification of units to be certified | | |
| Document number | 2016-006 | | |
| Implementation | With the next revision | | |

Decision

Proposal for more detailed specification of units to be certified

Based on experience gained during use of the present manual, TenneT suggests specifying the units to be certified in greater detail in the manual. This will be more in line with the considerable organisational variety of contractors and the formal position of potential contractors in tendering procedures.

Regular

The manual describes the company and the scale of certification. This is not described in a separate chapter, but instead stipulated in the following chapters:

- *5.3. For each contract the Ladder Certifying Institute (LCI) shall draw up an audit plan. The plan shall describe at least: the structure of the ladder assessment, organisational boundaries department or company), composition of the audit team and distribution of its tasks, the ladder assessment programme and reporting/report.*
- *5.4. The highest certifiable legal business entity shall be regarded as the site: associated and underlying legal entities shall be regarded as sub-sites.*

Basically, all parts of the organisation that work directly and/or indirectly on the client's contracts will form part of the certification process, with certification of complete parts of the organisation and/or legal units wherever possible:

- *5.4.2.... All activities awarded by clients to the companies to be assessed may be subjected to an assessment provided that it is representative in terms of number and type (large, small, complex, simple, standard, unique, etc.).*
- *5.4.3. The totality of employed persons means those of the site and relevant sub-sites (falling within the scope of the certification study). The number of employed persons shall be determined as the sum of payroll personnel + hired external workers....*

Parts of companies

Some companies have a high-level legal structure but are organised operationally with business units and/or functional units, for example. In those cases, the operational unit (business unit/functional unit) that performs work for TenneT will form part of the audit, including the controlling and supporting departments of the business unit/functional unit. This will include, for instance, the managing board, head office departments and supporting departments used for the performance of the work for TenneT.

Joint undertakings

In relation of the Safety Culture Ladder, joint undertakings are made up of several companies that will cooperate with each other in a legal structure so as to perform work for TenneT. In each instance, the safety culture level of the weakest partner in the joint undertaking will be the point of departure for the SCL assessment.

In the SCL context, there are two basic types of joint undertakings:

Administrative cooperation

Two or more companies usually work together in a joint venture structure (or something similar) with not more than a handful of employees in the joint venture. In such a case, the employees of the joint venture will be included in the certification of the underlying companies.

Operational cooperation

Two or more companies deploy groups of employees to work on what is usually a long-term collaboration (longer than 2 years), sometimes supplemented by internal or external workers engaged structurally from other departments. In such a case:

- either the underlying companies in the joint undertaking will have been certified in accordance with the requirements;
- or the joint undertaking will be audited, assessed and certified as if it were a company. The certificate will expire on termination of the joint undertaking (or in the event of non-compliance with the conditions stated in the manual).