



**n.v. AIB-VINÇOTTE International s.a.**

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□ Safety, quality and environmental services

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**VINÇOTTE CERTIFICATION**

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# AUDIT REPORT

**AIB-Vincotte  
INTERNATIONAL nv,  
Brussels - Belgium**

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## VCA:2008-Petro/5.1 SHE Management System Certification Certification audit

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**Triut Építőipari Kft.**

**Füredi út 74-76.**

**1144 BUDAPEST**

**Lead auditor: Eric Louys**

**VCA coordinator : Jan Dillen**

Audit date: April 27, 2015

Report number: REP-C-14-125/VCA-Petro

Version: May 17, 2015



# General appreciation of the management system

The audited organization has established and implemented a quality management system according to the requirements of the reference standard. The audit process was based on a sample of the available information. During the audit, the documentation and the application of the system have been reviewed. No evidence of misuse of the certificate or the Vincotte logo was found.

## General conclusion of the auditor about the SHE Management System

- The Management System is still young.
- Good general impression during the worklocation visit.

The documented and implemented safety management system complies with the applicable requirements of the reference standard.

A detailed overview of the observations (positive remarks, opportunities of improvement and non-conformities) is listed in the following chapters.

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## Conclusion and recommendation

The lead auditor recommends to the Certification Commission to grant the VCA:2008-Petro/5.1 certificate to the audited organization.

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### **Additional remarks or information**

Mrs Katalina Domotor (SCC auditor Vincotte Hungary in training) achieved the audit under supervision by E LOUYS Lead Auditor SCC and Product Manager SCC (Witness audit for qualification SCC auditor).

# Company

## Organisation

<b>Name of the company</b>	Triut Építőipari Kft.
<b>Address</b>	Füredi út 74-76. 1144 BUDAPEST
<b>Country</b>	Hungary

<b>Name of contact person</b>	Gergely BÁNHEGYI
<b>E-mail of contact person</b>	
<b>Fax of contact person</b>	
<b>Phone of contact person</b>	

<b>The names of the members of the management board</b>	Gergely BÁNHEGYI (general manager) Péter SZEKERES (project manager, H&S representative)
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**S&H Officer** Gergely BÁNHEGYI

**Sector** 42.21 Construction of utility projects for fluids

The NACE code applicable to the scope of the work (framework of the activities) that fall under the assessed SHE management system.

**IF of the sector (B)** 27.31

**Certified since**

**Certificate number** First Certification

**Certificate history** First Certification

### **The scope of the work (framework of the activities) that fall under the assessed SHE management system**

Civil engineering works, public utility and traffic construction. Building engineering works.

### **Explanation about scope changes compared to previous audits**

## Branches overview

No.	Name of main branch	Address	# employees *	# projects / construction sites **
1.	Triut Építőipari Kft.	Füredi út 74-76.	21	1 - 5

## Employees

Number of permanent operational employees	9 FTE
Number of temporary operational employees	0 FTE
Number of supervisors of the operational employees	5 FTE
Number of other (administrative) employees	7 FTE
Number of other (temporary) employees	0 FTE
Total number of employees	21 FTE

\* FTE = full time equivalent

## Changes

Relevant changes in the organisation	NA
Relevant changes in documentation	NA

## Accidents

	2010	2011	2012	2013	2014
Number of employees (including temporary employees)		9	7	9	42
Number of hours worked		14400	11200	14400	49120
Lost-time accidents/ accidents resulting in absenteeism		0	1	0	0
Accidents resulting in fatalities (a)		0	0	0	0
Number of occupational accidents	0	0	1	0	0
Injury Frequency Rate, IF (b)	0	0	89.29	0	0

(a) Fatality: death within 30 days whereby the cause of death is (in part) the result of the injury incurred in the accident

(b) IF (Injury Frequency) rate:  $(\text{number of lost-time/absenteeism accidents (3+4)} \times 1,000,000) / \text{number of hours worked (2)}$

Average IF rate of the last three years: **29.760**

# Audit data

## Audit program

Process	Department	CERT 27/04/2015 0.5 day	S1 01/04/2016	S2 01/04/2017
MANAGEMENT		✓	✓	✓
SHE MANAGEMENT		✓	✓	✓
WORKPLACES		✓	✓	✓
HUMAN RESOURCES		✓	✓	✓

✓: Audited

✗: Not audited

(CERT = Certification audit - REN = Renewal audit - S1,S2,... = Surveillance audit number X - POST = Post-audit)

## Visited main branch

No.	Name of main branch	CERT 27/04/2015	S1 01/04/2016	S2 01/04/2017
1.	Triut Épitöipari Kft.	✓		

## Certification audit (27/04/2015)

### Audit objectives

Evaluation of the correct application of the management system based on the standard.  
Evaluation of the efficient application of the management system.

### VCA coordinator

Jan Dillen

### Audit time

Name / Role	Item	Quoted days	Performed days	Reason of change
<b>Lead auditor</b> Eric Louys	Preparation on site	0.50	0.50	
<b>Lead auditor</b> Eric Louys	Audit	2.00	2.00	

### Work locations




















































Name	Town/City	Branch	Activity
TVK MOL	Tiszaújváros	Triut Építőipari Kft.	Civil engineering works






















































## Schedule

Date	Start	End	Process/department
27/04/2015	08:30	09:00	Opening meeting/
27/04/2015	09:00	10:00	MANAGEMENT/
27/04/2015	10:00	12:00	SHE MANAGEMENT/
27/04/2015	12:00	13:00	Break/
27/04/2015	13:00	18:00	MANAGEMENT/
28/04/2015	08:30	17:00	WORKPLACES/
29/04/2015	08:30	10:00	SHE MANAGEMENT/
29/04/2015	10:00	11:00	HUMAN RESOURCES/
29/04/2015	11:00	12:00	Auditor(s) meeting/
29/04/2015	12:00	12:30	Closing meeting/

# Results

No.	Question		Min. req.			Documents			Assessment	
			Total	Approved	CK	Total	Approved	CK	Question	CK
<b>CH. 1: VGM-beleid en -organisatie, betrokkenheid van de directie</b>										
1.1	Has the company drawn up a SHE policy statement ?	mandatory	4	3		1	1		complete, see remark	
1.2	Has the company appointed a Safety and Health Officer?	mandatory	4	4		3	3		complete	
1.3	Is the organization in the possession of a SHE structure?	mandatory	3	3		2	2		complete	
1.4	Are managers appraised in terms of safety, health and the environment ?	additional	4	0		2	0		incomplete	
1.5	Is the Management Board actively involved in SHE?	mandatory	2	2		3	2		complete, see remark	
1.6	Does the Management Board carry out assessments of compliance with SCC requirements?	mandatory	2	2		2	2		complete, see remark	
1.7	Is an objective formulated and follow-up with respects to the IF for lost time accidents?	mandatory	4	4		2	1		complete, see remark	
1.8	Are SHE targets formulated and implemented?	mandatory	4	4		2	1		complete, see remark	
<b>CH. 2: VGM-risicobeheer</b>										
2.1	Is the company in the possession of an up-to-date SHE risk inventory and evaluation?	mandatory	8	8		6	6		complete, see remark	
2.2	Do task-risk analyses take place?	mandatory	5	5		3	3		complete, see remark	
2.3	Are LMRA's carried out before commencing work?	mandatory	2	2		1	1		complete	
2.4	Is the appropriate personal protective equipment issued, maintained and replaced free of charge?	mandatory	4	4		2	2		complete, see remark	
<b>CH. 3: Opleiding, voorlichting en instructie</b>										
3.1	Are all employees in the possession of vocational training and experience relating to the work they are to carry out?	mandatory	2	2		2	2		complete	
3.2	Are all operational employees in the possession of "a Basic Elements of Safety SCC" diploma, testimonial, or certificate?	mandatory	1	1		1	1		complete	
3.3	Are all operational supervisors in the possession of a 'Safety for Operational Supervisors SCC' diploma, testimonial, or certificate?	mandatory	1	1		2	2		complete	
3.4	Are all employees in the possession of specific knowledge and expertise pertaining to high-risk tasks or work in a high-risk environment to be performed by them within the company ?	mandatory	3	3		2	2		complete, see remark	
3.5	Does the company provide specific in-house SHE information and instructions?	mandatory	3	3		3	3		complete	

3.6	Is there an adequate procedure for the correct management and completion of the Personal Safety Logbook (where relevant)?	mandatory	0	0		0	0		complete, see N.B.	
3.7	Can communications pertaining to SHE issues be effected without language impediments?	mandatory	1	1		0	0		complete	
3.8	Are the employees cognizant with the internal regulations/procedures at the principals where they will work, such when this requirements is explicitly specified and the necessary information is made available by the principals?	mandatory	1	1		1	1		complete	
<b>CH. 4: VGM-bewustzijn</b>										
4.1	Does the company conduct SHE consultations?	mandatory	3	3		2	2		complete, see remark	
4.2	Has the company introduced a programme for the improvement of SHE awareness and SHE conduct?	mandatory	3	3		2	2		complete, see remark	
<b>CH. 5: VGM-projectplan</b>										
5.1	Does the company make use of SHE project plan?	mandatory	3	3		4	4		complete, see remark	
5.2	Do the employees receive instructions about the contents of the SHE project plan?	mandatory	3	3		2	2		complete	
5.3	Do the employees of subcontractors receive instructions about the contents of the SHE project plan?	mandatory	0	0		0	0		complete, see N.B.	
5.4	Is the SHE project plan submitted to the principal for discussion?	mandatory	2	2		1	1		complete	
5.5	Is a Safety and Health Coordinator appointed for each project?	mandatory	4	4		2	2		complete, see remark	
<b>CH. 6: Milieuzorg</b>										
6.1	Are sufficient preventive environmental-protection measures implemented which as focused on the prevention of soil pollution and waste management?	mandatory	3	3		3	3		complete, see remark	
6.2	Has the company appointed an Environmental Officer?	additional	3	3		2	2		complete	
<b>CH. 7: Voorbereiding op noodsituaties</b>										
7.1	Is the company prepared for an effective response to emergency situations?	mandatory	6	6		1	1		complete	
7.2	Have the employees assigned responsibilities in emergency situations received the commensurate training?	additional	1	1		1	1		complete	
<b>CH. 8: VGM-inspecties</b>										
8.1	Are periodic workplace inspections carried out by the operational supervisors?	mandatory	4	4		2	2		complete, see remark	
8.2	Are trend-analyses performed on the shortcomings encountered during inspections?	mandatory	2	1		2	2		complete, see remark	
<b>CH. 9: Bedrijfsgezondheidszorg</b>										
9.1	Are employees in given positions and/or employees to be deployed at specific workplaces subjected to an examination of their medical suitability?	mandatory	3	3		3	3		complete	

9.2	Have specifications been drawn up of the employees in given positions who are required to undergo periodic medical examinations in view of the exposure risks associated with those positions?	mandatory	6	6		3	3		complete	
9.3	Are employees offered an opportunity to consult with a qualified medical expert?	additional	2	2		1	1		complete	
9.4	Does the company conduct a policy which stipulates that employees can be offered modified duties subsequent to an accident?	mandatory	3	3		2	2		complete, see remark	
<b>CH. 10: Aanschaf en keuring van materialen, arbeidsmiddelen en PBM</b>										
10.1	Does the company purchase materials, work equipment and personal protective equipment that are justifiable from a SHE perspective?	mandatory	4	4		2	2		complete, see remark	
10.2	Are the work equipment and personal protective equipment inspected at periodic intervals?	mandatory	6	6		3	3		complete, see remark	
<b>CH. 11: Inkoop van diensten</b>										
11.1	In the event of use of subcontractors, are procedures in place which ensure for compliance with all the relevant SCC requirements (see Annex B) at the workplace?	mandatory	0	0		0	0		complete, see N.B.	
11.2	Are subcontractors who are frequently contracted to carry out work subjected to structural assessments and selection on the basis of their SHE performance?	mandatory	0	0		0	0		complete, see N.B.	
11.3	Are temporary employees hired from temporary employment agencies with SCT certification to carry out high-risk work?	mandatory	0	0		0	0		complete, see N.B.	
<b>CH. 12: Melding, registratie en onderzoek van incidenten</b>										
12.1	Is the company in the possession of a procedure for the notification and registration of employees accidents resulting/not resulting in lost time?	mandatory	4	4		2	2		complete, see remark	
12.2	Does the company investigate accidents resulting/ note resulting in lost time?	mandatory	4	4		3	3		complete	
12.3	Is the investigative method used to investigate accidents resulting/not resulting in lost time, based on the determination of the underlying causes?	mandatory	1	1		1	1		complete	
12.4	Is the company in the possession of a procedure for the notification and registration and registration of near-accidents and other accidents?	mandatory	3	3		1	1		complete, see remark	
12.5	Does the company investigate near-accidents and other SHE incidents.	mandatory	3	3		3	3		complete, see remark	

N.B.:

3.6: The question is answered in the affirmative when the company does not use Personal Safety Logbooks

5.3: This question is answered in the affirmative in the event that no subcontractors are called in

11.1: score is positief indien geen onderaannemers worden ingeschakeld.

11.2: score is positief indien geen onderaannemers worden ingeschakeld.

11.3: score is positief indien door het bedrijf geen uitzendkrachten worden ingeleend.

# Analysis

Analysis of number of substantiations, minimum requirements met and document			
	Max. number	Scored	Consequence
Compulsory questions	43	43	Not all compulsory questions have been scored › no nomination
Supplementary questions (necessary: 2)	4	3	When insufficient supplementary questions are scored (see necessary) › no nomination

On the basis of the number of scored compulsory questions and supplementary questions the company should **BE** nominated for certification.

Substantiations			
	Max. number	Scored	Consequence
Substantiation for targets	47	47	If not all substantiations have been entered then the report cannot be accepted
Substantiation for minimum requirements	25	25	

On the basis of the number of entered substantiations the company should **BE** nominated for certification

Minimum requirements and documents 'not approved' for questions awarded a score			
	Compulsory questions	Supplementary questions	
No. of min. requirements not approved	2	0	Sound substantiation (under notes) must be enclosed for any minimum requirements/documents that are not approved AND the SCC coordinator must give explicit approval (see SCC coordinator's authorisation)
No. of documents not approved	3	0	

# Remarks

## Stage 1

	CERT	S1	S2
Internal audits	✓		
Management review	✓		
Complaint handling	✓		
Reviews of changes			
Usage of logos and certificate	✓		
Improvement projects			
Testing effectiveness of measures for identified deficiencies			
Testing effectiveness of measures for proposed improvement points			
Follow-up legislation	✓		

### Reviewed documents

Organization Chart February 2015  
 SHE Manuel  
 Management Review report  
 Follow-up of legislation

### Findings

No remarks about the documentation

### Review internal audits of sub-branches (if applicable)

AP: aandachtspunt

A: afwijking

MV: mogelijkheid tot verbetering

PP: positief punt

BO: bijkomende opmerking

REQ: Requirements

**Audit:** 27/04/2015 - **REQ:** 3.4

**Remark:**

Listed registers is not available for Hungary.

**Audit:** 27/04/2015 - **REQ:** 11.1

**Remark:**

In case of VCA is required on the workplace all question of annex B should handle as relevant question. Potential subcontractors should be systematically notify and improve to be able to comply VCA requirements.

**Audit:** 27/04/2015 - **REQ:** 4.1

**Remark:**

should be followed up that all employees are attending to consultations and toolbox meetings.

**Audit:** 27/04/2015 - **REQ:** 1.1

**Remark:**

The policy statement was issued on 26/01/2015, therefore it has not been reviewed yet. In the procedure for management review the SHE policy review is listed as input.

**Audit:** 27/04/2015 - **REQ:** 9.4

**Remark:**

No accidents has happened since 2012.

**Audit:** 27/04/2015 - **REQ:** 8.2

**Remark:**

Annual trend analyses, inclusive of the measures to be implemented in the yearly management review and on the agenda of SHE meetings, SHE consultations, however due to the system is very new no trend analyses yet made.

**Audit:** 27/04/2015 - **REQ:** 12.1

**Remark:**

No accident was since 2012.

**Audit:** 27/04/2015 - **REQ:** 1.5

**Remark:**

There was no accident since 2012 therefore there was no trend analysis. This point is to be discussed during management review.

**Audit:** 27/04/2015 - **REQ:** 1.1

**Remark:**

The policy statement was issued on 26/01/2015, therefore it has not been reviewed yet. In the procedure for management review the SHE policy review is listed as input.

**Audit:** 27/04/2015 - **REQ:** 1.7

**Remark:**

Implemeted in the management review procedure - no evaluation yet.

**Audit:** 27/04/2015 - **REQ:** 1.8

**Remark:**

The evalutaion of targets is a point in the monthly SHE meetings + the management review.

**AP | Audit:** 27/04/2015 - **REQ:** 10.1

**Remark:**

Purchase proceed should be more precise, avoid cases when someone just popping into the shop to buy materials, PPEs etc.

**AP | Audit:** 27/04/2015 - **REQ:** 12.5

**Remark:**

Corrective and preventive measures should be handled in a way that can be followed up and closed easily.

**AP | Audit:** 27/04/2015 - **REQ:** 12.4

**Remark:**

All near-accidents / unsafety situations are registered by the safety officer not by the workers.



**AP | Audit:** 27/04/2015 - **REQ:** 10.2

**Remark:**

All equipment should have label/markings of the expiry date.

**AP | Audit:** 27/04/2015 - **REQ:** 4.2

**Remark:**

Method and training should be given to all related employees.

**AP | Audit:** 27/04/2015 - **REQ:** 2.2

**Remark:**

Task risk assessment should be more detailed defined in the VCA-02 procedure. Each task risk assessment should be up to date with all changes. Task risk assessment should be less general.

**AP | Audit:** 27/04/2015 - **REQ:** 2.1

**Remark:**

However the documentation should be more flexible for modification + risks should be evaluated without PPE-s and with protection. There should be clear link between the risk assessment and the procedure for PPEs.

**AP | Audit:** 27/04/2015 - **REQ:** 1.6

**Remark:**

During the internal audit of VCA requirements minimum requirements and required documents should be stated in detail and with evidence.

**AP | Audit:** 27/04/2015 - **REQ:** 2.4

**Remark:**

PPE procedure should be more in line with risk assessment. Special requirement of principal should be highlighted.

**AP | Audit:** 27/04/2015 - **REQ:** 5.1

**Remark:**

Project plan for defined projects should contain all information up to date.

**AP | Audit: 27/04/2015 - REQ: 6.1**

**Remark:**

The collection place of the glue polluted material should be clarified with MOL.

**AP | Audit: 27/04/2015 - REQ: 5.5**

**Remark:**

Project specific organization chart should be prepared with names and functions decide the general organization chart and the list of employees.

**AP | Audit: 27/04/2015 - REQ: 8.1**

**Remark:**

In case of problems corrective actions should be handled separately for better follow up.

Questions should be numbered therefore trend analysis can be made out of the result of the inspections.