



## Requirements for Compliance Certification

Registracion di Companianan di Construcion (RCC) Foundation has the mission to create a safe, fair and responsible labor environment in the construction sector of Aruba.

## General Requirements for all companies

1. Basic organization information
  - a. Company Name
  - b. Address
  - c. Phone number
  - d. Email
  - e. Persoonsnummer of the company
  - f. Company type
  - g. Employee amount, official payroll list
  - h. Name of director
  - i. Phone number
  - j. Email
2. Registration at the Aruba Chamber of Commerce and Industry (available via digital portal "MyChamber")
  - a. Chamber of Commerce number
  - b. Organization name registration
3. Annual financial statement from previous year
  - a. Approved by accountant
4. Proof of fiscal compliance not older than three months
  - a. Official documents of Impuesto (SIAD)
5. Registration at SVB and proof of payment (available via digital portal "MISVB")
  - a. Official documents of SVB
6. Compliance pension premiums
  - a. Statement of the pension provider (compare with employee payroll list)
7. Gas installation and electrical installers need to show their valid installers license
8. Liability Insurance
9. Safety Policy signed by director
10. Clear motivation of why the organization would like to apply for certification

## For companies with more than 3 employees

11. All items mentioned in general requirements
12. At least one client and /or project references from last year
13. Safety Plan
  - a. Appoint a safety representative
  - b. Risk Assessment
  - c. Risk mitigation plan
  - d. Basic emergency instructions

## For companies with more than 25 employees

14. All items mentioned in general requirements
15. At least three client and /or project references from last three years
16. Safety Plan
  - a. Safety Manual
  - b. Appoint a safety representative
  - c. Risk Assessment
  - d. Risk Mitigation Plan
  - e. Procedures for safe working practices
  - f. Emergency Response Plan
  - g. Training Plan

- ❖ Items 1 to 8 are required by law and regulations!
- ❖ According the "Veiligheidsverordeing en besluiten" following is required:
  - To prevent accidents: show how organization has that arranged,
  - To give help when accident occurred: are employees trained?
- ❖ Safety Plan items based on new upcoming ARBO wet Aruba
- ❖ Think about safety standards, minimum requirements (what to audit, level?)

## General Requirements for all companies

For certification application the organization fills in the digital form on the website.

The checklist will be uploaded to the RCC coordinator and approves completeness and triggers the workflow to send the organization all “to do” elements to comply with the set requirements.

1. Basic organization information to be filled in the application form on the website:
  - a. Company Name
  - b. Chamber of Commerce Number
  - c. Address
  - d. Phone number
  - e. Email
  - f. “Persoonsnummer” of the company
  - g. Company type
  - h. Employee amount, official payroll list
  - i. Name of director
  - j. Phone number
  - k. Email

The coordinator makes an appointment with the organization for the initial audit. Before the audit the organization has to show the following:

2. Registration at the Aruba Chamber of Commerce and Industry (available via digital portal “MyChamber”)
  - a. Chamber of Commerce number
  - b. Organization name registration

Either the organization handover a copy of the Chamber of Commerce registration (not older than three months) or logs in to the digital portal “MyChamber” and confirms the registration during the audit.

3. Annual financial statement from previous year
  - a. Approved by accountant

The managing director(s), or the legal representative(s) of NV’s, VBA’s and AVV’s, is/are legally required to file the annual financial statements at the Aruba Chamber within 8 days after the General Shareholders’ Meeting’s approval. The annual financial statements should be ready within 8 months after the financial year is completed. Due to exceptional circumstances, this term may be extended by max. 6 months in a General Shareholders’ Meeting.

Managing directors and supervisory board members, if applicable, shall all sign the financial statements (art. 36.1 and 36.2 IvVBA). In addition to the annual financial statements, a copy of the shareholders’ register is to be filed as well. The financial statements and the shareholders’ register are not available for public inspection, unless explicitly authorized by the corporation.

### Contents of the annual financial statements

- Balance sheet
- Profit & loss statement
- Notes to the balance sheet and the profit & loss statement
- Included as attachment: copy of shareholders’ register
- The financial year is stated in the company’s articles of incorporation.

4. Proof of fiscal compliance not older than three months
  - a. Official documents of Impuesto (SIAD)

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5. Registration at “Sociale Verzekeringsbank” (SVB) and proof of payment (available via digital portal “MiSVB”)
  - a. Official documents of SVB

Proof of payment can be requested at the SVB office. If payment obligations are fulfilled to the SVB, the organization will receive the proof of payment within a few days. SVB will inform via the registered email address when the statement can be collected. The statement can only be collected by the employer or a person authorized by the employer. A valid ID must be presented upon collection.

6. Compliance pension premiums
  - a. Statement of the pension provider (compare with employee payroll list)

Every organization has to comply at least with the “Landsverordening algemeen pensioen AB 2011 no. 85”

7. Gas installation and electrical installers need to show their valid installers license

Every installer for gas and electrical installations need to comply with regulations and needs to be recognized by “Dienst Technische Inspecties” (DTI) as a licensed installer.

8. Have a Liability Insurance
9. Safety Policy signed by director

An organization's safety policy is a recognized, written statement of its commitment to protect the health and safety of the employees, as well as the surrounding community. The safety policy also details the measures the company takes and will take to protect the life, limb, and health of their employees, often surpassing the requirements set out by the laws or by the standard practices of the branch. To succeed, a safety policy requires both a commitment and endorsement from the employer and buy-in from the employees.

There are generally three sections in a safety policy, which include:

1. Statement of the policy - The employer's commitment to managing health and safety and the goal of the policy
2. Responsibility - Stating who is responsible for implementing, enacting, and tracking each element of the policy
3. Arrangements or procedures - Outlines the details of procedures including the reduction of hazard policy

This can be done in a brief (maximum two page) document signed by the director.

10. Clear motivation of why the organization would like to apply for certification

### Extra requirements for companies with more than three employees

11. All items mentioned in general requirements
12. At least one client and /or project references from last year

To ensure a trustful working relationship and their experiences, the organization need to describe at least one project and reference.

## 13. Safety Plan\*

Safety Plan (or HSE Plan) is a plan document that includes an establishment of the Safety Management System, implementation of the Safety Policy, and achievement of the objectives effectively. The Plan is developed from the pre-construction information that the Client and your project manager can provide. It should be prepared before construction work starts.

An organization's safety plan is meant to secure the safety of workers. The safety plan mainly describes what kind of hazards are involved during general work or in a project, how they can be eliminated or controlled, and what sort of equipment will be used to ensure the safety of the workers.

The organization needs to prepare:

a. Appoint a safety representative,

The safety representative gives advice and tries to find, together with the employees, a concrete approach to resolve issues related to safety and working conditions, with formal as well as informal solutions. The safety representative also ensures that all safety requirements are functioning properly.

b. Risk Assessment,

The organization must describe what kind of risks the employees are encountering during their work or projects

c. Risk mitigation plan,

The organization must describe how to lower risks to an acceptable level. The organization must take the "Veiligheidsverordening en besluiten" into account.

d. Basic emergency instructions,

There is a procedure for reporting emergency situations such as accidents, fire, floods, hurricanes, collapse and how to deal with them. Cards with emergency numbers and basic instructions are available on projects, in workshops, and offices, in places clearly recognizable by all employees and visitors.

First Aid kits and fire extinguishers are available on the location(s). They are checked periodically. The organization has at least one trained emergency responder. The appointed employee should be trained annually on the following components: emergency and non-emergency aid, firefighting and evacuation.

## Extra requirements for companies with more than twenty-five employees

13. All items mentioned in general requirements

14. At least three client and /or project references from last three years

To ensure a trustful working relationship and their experiences, the organization need to describe at least three projects and references.

## 15. Safety Plan\*

- a. Safety Manual
- b. Appoint a safety representative
- c. Risk Assessment
- d. Risk Mitigation Plan
- e. Procedures for safe working practices
- f. Emergency Response Plan
- g. Training Plan

*\*RCC will provide a standard*