

## COMPANY APPLICATION, SEWAGE INSTALLATIONS FIELD

### 1. COMPANY APPLICATION, SEWAGE INSTALLATIONS FIELD:

Tick off:

#### Sewage contractor

☐

The authorisation entitles your company to carry out and repair sewage installations and drainage works in soil including penetration of floors, foundation or outer wall against soil and the related sewage pipes.

### 2. COMPANY DATA:

Company name:

(Central Business Register number, if available):

Address:

Postal code/City:

Country:

E-mail:

### 3. TEMPORARY BUSINESS IN DENMARK OR ESTABLISHING BUSINESS

Tick off:

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The company wants to carry out installations on a temporary basis

☐

The company is applying for working permanently

There are different requirements for quality management depending on whether the company wants to carry out installations on a temporary basis or whether the company wants to work permanently in Denmark. When applying for working permanently or carrying out installations on a temporary basis, **the duration, frequency and continuity** of the pursuit of the profession are very important factors.

## 4. INFORMATION ABOUT OR DOCUMENTATION FOR QUALITY MANAGEMENT

### A. Temporary business

A company set up in another EU or EEA country applying for authorisation as sewage contractor in a role of temporary service provider must forward detailed information how the company:

- ensures, during the daily work, that the work is carried out according to applicable regulations. Please describe in details which measures are taken to ensure compliance with applicable regulations.
- carries out final inspections of the completed installations. Please describe in details how final inspections are carried out and which details of the final inspections are documented.
- prevents errors. Please describe in details how appropriate measures are taken to handle non-conformities.
- manages improvement activities in order to prevent recurrence of specific errors.

If available, please include company procedures covering the above listed subjects. If no procedures are available, the descriptions are expected to be explicit and detailed.

Information or documentation shall be in a language, which is easily understood by the Danish Safety Technology Authority.

### B. Establishing business

A foreign company applying for authorisation as sewage contractor in preparation for working permanently in Denmark must forward its quality management system relating to work covered by the law's section 7 and the quality management system must be approvable by the rules in the Executive Order on quality management systems for authorised companies No. 629 of 2 June 2017. The company must also forward information about status of system implementation. The quality management system and information about implementation of the system shall be submitted in a language which is easily understood by the Danish Safety Technology Authority.

The Danish Safety Technology Authority assesses whether the system can be pre-approved. The quality management system must be finally approved by a supervisory body within one year after the authorisation has been granted. At intervals not exceeding 2 years the supervisory body must continuously review whether the company uses and actually acts in accordance with its quality management system.

If a foreign company already uses a quality management system for production and end control approved by a recognised certifying body based on the joint European or national standards or a system, which is similar or substantially comparable to its purpose, the company will be able to meet the requirement of having an approved quality management system. The company must forward documentation for the quality management system for production and end control to the Danish Safety Technology Authority. The documentation shall be submitted in a language which is easily understood by the Danish Safety Technology Authority.

On this basis, the Danish Safety Technology Authority assesses whether the system can be approved.

At intervals not exceeding 2 years, the company submits documentation to the Danish Safety Technology Authority that the quality management system has been implemented. The documentation shall be in the form of verification reports from a recognised certifying body or from a corresponding body or authority. The documentation shall be submitted in a language which is easily understood by the Danish Safety Technology Authority.

## A. Temporary business

Information about how the company

Ensures, during the daily work, that the work is carried out according to applicable regulations.  
Please describe in details which measures are taken to ensure compliance with applicable regulations:

Carries out final inspections of the completed installations. Please describe in details how final inspections are carried out and which details of the final inspections are documented:

Prevents errors. Please describe in details how appropriate measures are taken to handle non-conformities:

Manages improvement activities in order to prevent recurrence of specific errors:

☐ We confirm that we construct and start-up installations in accordance with the Danish installation rules.

## B. Establishing business

Tick off:

- ☐ If quality management system documentation and information about status of implementation is attached
- ☐ Quality management system documentation and approval of the company's quality management system from a recognised certifying body and information about status of implementation is attached
- ☐ If documentation of a system, which is similar or substantially comparable to its purpose, is attached

## 5. INFORMATION ABOUT THE TECHNICALLY RESPONSIBLE PERSON

(A separate notification of temporary pursuit of profession for individuals or application for working permanently must be submitted by the technically responsible person)

Your enquiry will be processed according to two different procedures, depending on whether you want to pursue your profession on a temporary basis or whether you want to work permanently in Denmark. When applying for working permanently or pursuing your profession on a temporary basis, the duration, frequency and continuity of the pursuit of your profession are very important factors.

State: Name and surname, private address and date of birth:

Check mark or Yes/No:

Is the technically responsible person affiliated with the company for a minimum of 30 hours per week within the company's normal business hours?

☐ Yes ☐ No

At least one technically responsible person must be affiliated with the company for a minimum of 30 hours a week within normal business hours. The person's professional skills must be approved by the Danish Safety Technology Authority.

## 6. CRIMINAL RECORD

Check Yes/No:

Has the company, the company owner or the company CEO been convicted (fine/caution) of infringement of authorisation legislation including the technical rule set within the past three years?

☐ Yes ☐ No

## 7. CHECK, FEE PAID

Tick off:

☐

A fee of DKK 1250 has been paid through the website <https://shop.sik.dk/da/node/14> of the Danish Safety Technology Authority

## 8. SIGNATURE BY COMPANY MANAGEMENT

Company owner/CEO confirms by signature that the above information is correct, and that the company is currently not undergoing bankruptcy proceedings or in liquidation.

Please read the following guidelines carefully before completing the form. If the form is not completed correctly or if the necessary documentation is not attached to this, the case processing time will be prolonged.

You can read more about the Act, the associated Executive Orders and the structure of a simple quality management system in guidelines and on the website, [www.sik.dk](http://www.sik.dk) of the Danish Safety Technology Authority. The website also includes a list of the certifying bodies approved by the Danish Safety Technology Authority.

# Guidelines:

## 1. AREA OF BUSINESS:

### Sewage contractor:

The authorisation entitles your company to carry out and repair sewage installations and drainage works in soil including penetration of floors, foundation or outer wall against soil and the related sewage pipes.

## 2. NAME OF THE COMPANY

The company must state all pieces of relevant contact information.

## 3. TEMPORARY BUSINESS IN DENMARK OR PERMANENT BUSINESS:

Your enquiry will be processed according to two different procedures, depending on whether the company wants to carry out installations on a temporary basis or whether the company wants to work permanently in Denmark. When applying for working permanently or carrying out installations on a temporary basis, the duration, frequency and continuity of the pursuit of the profession are very important factors.

## 4. QUALITY MANAGEMENT:

### A. Temporary business in Denmark

A company set up in another EU or EEA country applying for authorisation as sewage contractor in a role of temporary service provider must forward detailed information how the company:

- ensures, during the daily work, that the work is carried out according to applicable regulations. Please describe in details which measures are taken to ensure compliance with applicable regulations.
- carries out final inspections of the completed installations. Please describe in details how final inspections are carried out and which details of the final inspections are documented.
- prevents errors. Please describe in details how appropriate measures are taken to handle non-conformities.
- manages improvement activities in order to prevent recurrence of specific errors.

If available, please include company procedures covering the above listed subjects. If no procedures are available, the descriptions are expected to be explicit and detailed.

Information or documentation shall be in a language, which is easily understood by the Danish Safety Technology Authority.

### B. Establishing business

A foreign company applying for authorisation as sewage contractor in preparation for working permanently in Denmark must forward its quality management system relating to work covered by the law's section 7 and the quality management system must be approvable by the rules in the Executive Order on quality management systems for authorised companies No. 629 of 2 June 2017. The company must also forward information about status of system implementation. The quality management system and information about implementation of the system shall be submitted in a language which is easily understood by the Danish Safety Technology Authority.

The Danish Safety Technology Authority assesses whether the system can be pre-approved. The quality management system must be finally approved by a supervisory body within one year after the authorisation has been granted. At intervals not exceeding 2 years the supervisory body must continuously review whether the company uses and actually acts in accordance with its quality management system.

If a foreign company already uses a quality management system for production and end control approved by a recognised certifying body based on the joint European or national standards or a system, which is similar or substantially comparable to its purpose, the company will be able to meet the requirement of having an approved quality management system. The company must forward documentation for the quality management system for production and end control to the Danish Safety Technology Authority. The documentation shall be submitted in a language which is easily understood by the Danish Safety Technology Authority.

On this basis, the Danish Safety Technology Authority assesses whether the system can be approved.

At intervals not exceeding 2 years, the company submits documentation to the Danish Safety Technology Authority that the quality management system has been implemented. The documentation shall be in the form of verification reports from a recognised certifying body or from a corresponding body or authority. The documentation shall be submitted in a language which is easily understood by the Danish Safety Technology Authority.

### **Setting up of the quality management system**

In the quality management system the company must describe:

- 1) The company's data – Central Business Register information etc., if the company is established in Denmark
- 2) The company's organisation chart
- 3) The company's responsibility and skills situation and the distribution of tasks
- 4) The field of business within the authorisation field or within the gas field
- 5) Procedures for manning tasks, instruction of employees, supervision and end control
- 6) Procedures for management's evaluation of the quality management system
- 7) Improvement activities in deviations of the completed authorisation-demanding work or work requiring a company approval in the gas field

### **In the quality management system the company must store/hold:**

- 1) Documentation of completed end control with identification of the installation, who made the installation, who made the end control, date of execution and the outcome of the end control
- 2) Documentation of completed inspection according to the description, cf. section I. no. 5
- 3) During work carried out by cable fitter or pipe fitter outside the company, documentation must be kept for who has carried out the work, that the person in question has completed a course or an education approved by the Danish Safety Technology Authority and that the work has been carried out according to applicable regulations
- 4) Management evaluation in relation to deviations
- 5) Reports on documentation of:
  - a) Improvement activities made to prevent recurrence of specific deviations
  - b) Compliance of test intervals of test- and measurement equipment necessary to ensure safe installation, operation and maintenance of the installations
  - c) The supervisory body's verifications of the quality management system and the company's improvement activities and follow-up on remarks
  - d) Agreements on hiring of staff from another company

**5. AFFILIATION REQUIREMENT FOR THE TECHNICALLY RESPONSIBLE PERSON:**

The technically responsible person must be affiliated with the company for a minimum of 30 hours per week within the company's normal business hours. This affiliation ensures, among other things, that the technically responsible person has a real presence in the company and is able to ensure the correct manning of tasks, that the employees are instructed sufficiently and that sufficient supervision is carried out.

**6. THE MANAGEMENT OF THE COMPANY DECLARES:**

That the company, the company owner or the company CEO has not been convicted (fine/caution) of infringement of authorisation legislation including the technical rule set within the past three years.

**7. FEE:**

A fee must be paid through the website <https://shop.sik.dk/da/node/14> of the Danish Safety Technology Authority, in conjunction with applying for authorisation.

**8. SIGNATURE:**

Company owner/CEO confirms by signature that the above information is correct, and that the company is currently not undergoing bankruptcy proceedings or in liquidation.

**PERSONAL DATA PROCESSING ACT**

The Danish Safety Technology Authority would like to draw your attention to the following:

- All applications received are registered in the records system of the Danish Safety Technology Authority
- All authorisations granted are published on the website [www.sik.dk](http://www.sik.dk) of the Danish Safety Technology Authority. The name, address and telephone number of the company are published here. Personal data, including civil registration (CPR) No., is not published.

It is essential that all parts of the form are completed so that it can be assessed whether the requirements for obtaining authorisation are met. The requirements are laid down in the Consolidation Act authorisation of companies in the electrical-, plumbing- and sewer installation field (No. 401 of 28 April 2014), as subsequently amended, with associated Executive Orders, which can be consulted on the website of the Danish Safety Technology Authority. Note that the Danish Safety Technology Authority may check the accuracy of your declarations, for example by contacting the Danish Customs and Tax Administration to ask whether you are indebted to the State.

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