Step-by-step plan per product (type of certificate)

SCL Original

The steps to be followed to obtain a SCL Original certificate:

1. You start with a self-assessment. You can use the SCL webtool for this; you can choose from the **SAQ Extended questionnaire,** the **SAQ Compact questionnaire** or another questionnaire of your choice. If you use the SAQ Extended or the SAQ Compact, you will receive an indication with the calculation tool for the number of respondents needed for a realistic representation.
SCL webtool: https://www.webtoolscl.nl/en/
2. You contact one of the affiliated **certification bodies** (CB) to get certified for the SCL Original. See SCL handbook, section 5.1 for an explanation of the certification process:
https://www.safetycultureladder.com/en/certification/documents
TIP: do not wait until this step to contact a CB. Do this right away at step 1. For an overview of affiliated certification bodies, see:
https://www.safetycultureladder.com/en/certification/safety-culture-ladder-certifying-institution/
3. If you have used the SCL webtool, you can include the SAQ report in the **Online File** which is part of the SCL webtool. You can give the CB access to these documents. In case you do not use the SCL webtool, you submit the SAQ report to the auditor of the CB directly.
4. Based on the audit result, the CB issues an **SCL Original certificate** (with achieved step), which is included in the SCL register on the website. For access to the register, see: https://www.safetycultureladder.com/en/certified-companies/

SCL

The steps to be followed to obtain a SCL certificate:

1. You start with a self-assessment. You can use the SCL webtool for this; you can choose from the **SAQ Extended questionnaire,** the **SAQ Compact questionnaire** or another questionnaire of your choice If you use the SAQ Extended or the SAQ Compact, you will receive an indication with the calculation tool for the number of respondents needed for a realistic representation.
SCL webtool: https://www.webtoolscl.nl/en/
2. You contact one of the affiliated **certification bodies** (CB) to get certified for the SCL. See SCL handbook, section 5.2 for an explanation of the certification process:
https://www.safetycultureladder.com/en/certification/documents
TIP: do not wait until this step to contact a CB. Do this right away at step 1. For an overview of affiliated certification bodies, see:
https://www.safetycultureladder.com/en/certification/safety-culture-ladder-certifying-institution/
3. If you have used the SCL webtool, you can include the SAQ report in the **Online File** that is part of the SCL webtool. You can give the CB access to these documents. If you do not use the webtool, you submit the SAQ report to the auditor of the CB directly.

1. Based on the audit result, the CB issues an **SCL certificate** (with achieved step), which is included in the SCL register on the website. For access to the register, see: https://www.safetycultureladder.com/en/certified-companies/

SCL Light

The steps to be followed to obtain a SCL Light statement:

1. You set out the **SAQ Extended questionnaire** within your organization (use the calculation tool to get an indication of the number of respondents needed for a realistic representation)
   https://www.webtoolscl.nl/en/
2. You draw up a **GAP analysis** for your organization (the results of the SAQ Extended are input for the GAP analysis with which a comparison is made between the existing and the desired situation in the field of safety culture). See SCL manual, section 5.3 for the minimum requirements for the GAP analysis.
   https://www.safetycultureladder.com/en/certification/documents
3. Based on the GAP analysis, you draw up **an action plan.** It describes the actions the organisation is taking to take the health and safety culture to a higher level. See SCL handbook, section 5.3 for the minimum requirements for the action plan.
4. You contact one of the affiliated **certification bodies** (CB) to be certified for the SCL Light. TIP: Do not wait until this step to contact a CB. Do this right away at step 1. For an overview of affiliated certification bodies, see:
   https://www.safetycultureladder.com/en/certification/safety-culture-ladder-certifying-institution/
5. You place the reports (SAQ report, GAP analysis and action plan) in the **Online File** which is part of the SCL webtool. You can give the CB access to these documents. If you do not want to use the Online File, you must submit the relevant documents (via e-mail) to the auditor of the CB directly.
6. The CB issues an **SCL Light statement** (with step indication), which is included in the SCL register on the website. For access to the register, see: https://www.safetycultureladder.com/en/certified-companies/

Approved Self Assessment

The steps to be followed to obtain an Approved Self Assessment:

1. You set out the **SAQ Extended questionnaire** within your organization (use the calculation tool to get an indication of the number of respondents needed for a realistic representation)
   https://www.webtoolscl.nl/en/
2. You draw up a **GAP analysis** for your organization (the results of the SAQ Compact are input for the GAP analysis with which a comparison is made between the existing and the desired situation in the field of safety culture). See SCL manual, section 5.4 for the minimum requirements for the GAP analysis.
   https://www.safetycultureladder.com/en/certification/documents
3. Based on the GAP analysis, you draw up **an action plan.** It describes the actions the organisation is taking to take the health and safety culture to a higher level. See SCL handbook, section 5.4 for the minimum requirements for the action plan.
4. A **certifying body** (CB) checks whether the self-assessment has been carried out correctly. The CB also assesses the GAP analysis and the action plan. TIP: Do not wait until this step to contact a CB. Do this right away at step 1. For an overview of

affiliated certification bodies, see:
https://www.safetycultureladder.com/en/certification/safety-culture-ladder-certifying-institution/

5. You place the reports (SAQ report, GAP analysis and action plan) in the **Online File** which is part of the SCL webtool. You can give the CB access to these documents. If you do not want to use the Online File, you must submit the relevant documents (via e-mail) to the auditor of the CB directly.

6. In case of a good result, the CB issues a **statement (statement 'Approved Self Assessment')**that is included in the SCL register on the website. The statement should NOT feature a step indication. For access to the register, see:
https://www.safetycultureladder.com/en/certified-companies/