

DOCUMENTATION REQUIREMENTS FOR PERSONAL CERTIFICATION - requirements for suppliers and manufacturers

The information in this document is targeting suppliers and manufacturers of small wastewater treatment plants that intends to offer product-specific training as basis for certification of service personnel for operation and maintenance (service) of small treatment plants. This document provides information regarding the general requirements for teaching plans and training personnel, requirements for the content of product-specific training programs, and formal requirements for documentation. Teaching plans and courses for product-specific training are covered by new requirements for documentation of service systems that apply for SINTEF Technical Approval of small wastewater treatment plants from 01.01.2024. A prerequisite to approve the product-specific training accomplished by the candidate is that the supplier/manufacturer has submitted requested documentation and received approval by an independent third party for their product-specific training plans. For further information about SINTEF personal certification for small wastewater treatment plants, please refer to sintefcertification.no.

1 Who can offer product-specific training?

Product-specific training can be provided by the following actors:

- The manufacturer of the product in question
- The holder of SINTEF Technical Approval for the relevant product, or their sales representative in the Norwegian market
- Former holder of TG for the product in question, restricted to plants sold within the validity period of the expired approval.

2 General requirements for teaching plans and training personnel

Training provided by suppliers or manufacturers must satisfy the following requirements:

- If the product-specific training only encompasses one product, the minimum training duration is 1 day, corresponding to 7.5 hours.
- If the product-specific training only encompasses several products, the training duration shall be extended with minimum 3 hours per product type.
- The person providing the training must have relevant formal education equivalent to at least 3 years of college/university education, or alternatively, a minimum of 5 years relevant work experience.

3 Contents of the training program

The training must provide a thorough introduction to the product, including the following topics pertaining to the product, at minimum:

- Process design, and unit processes
- Maintenance program for the small wastewater treatment plant, including primary components like pumps, blowers, and other relevant process equipment

- Critical components and their replacement schedules
- Alarms/warnings and troubleshooting
- Menus for process control settings and reading error messages in PLC
- Representative sampling and sampling procedures for the product
- Sludge production, including sludge measurement and emptying procedures
- Sludge level measurement, calculation of degree of filling and assessment of emptying needs
- Representative sampling and sampling procedures for the product.
- Procedures for calibration and maintenance of instruments
- Service assignment reporting procedures and deviation handling

Requirements for teaching material

The training shall be based on a complete operation and maintenance manual for the product, including manuals for relevant primary components, such as pumps, blowers, PLCs, etc. In addition, relevant parts of the internal control must be included, including procedures for planning, execution and reporting of service assignments.

Specification of requirements appears from the checklist for issuing and renewal of SINTEF Technical Approval for small wastewater treatment plants. The checklist is available in both English and Norwegian and can be obtained from the project manager for the approval scheme, Willy Røstum Thelin (willy.thelin@sintef.no).

4 Documentation of product-specific training—self-confirmation form

Product-specific training must be documented using a self-confirmation form, and individual forms must be completed separately for each product. A form must contain the following information:

- Who has received the training (full name and date of birth)
- The company that has provided the training
- Full name of the person who provided the training
- Place and time for the training
- Duration of the training, see point 5.2.2
- Name or other identifying information for the product to which the training applies
- Information on the independent third party who has approved the documentation for the training scheme
- Signature of the responsible training personnel

SINTEF has prepared a self-confirmation form that will be sent to holders of SINTEF Technical Approval for small wastewater treatment plants. The template can also be requested by e-mail to personsertifisering.minirensanlegg@sintef.no, or downloaded from sintefcertification.no. The template can be used by the manufacturer/supplier to document training for their products. If the template is not used, the issuer of the self-confirmation form must ensure that all necessary information is provided; incomplete self-confirmation forms may be rejected. If desired, completed product-specific training can be documented in tabular form for a larger number of applicants/certificate holders.

5 Approval of teaching plans

For small wastewater treatment plants with SINTEF Technical Approval, there is a requirement for documentation of the service system from 01.01.2024. This involves, among other things, checking that the holder of SINTEF Technical Approval or the supplier in the Norwegian market has a documented system for product-specific training, as well as a documented quality system with procedures for planning, carrying out and reporting service assignments. The following documentation must be submitted to SINTEF for approval of basic documentation for product-specific training:

- CV of personnel who will perform the product-specific training
- Complete documentation for operation and maintenance of the product, either in the form of a document with a table of contents, or as individual documents that collectively cover the necessary scope.
- Procedures for planning, carrying out and reporting service assignments

It is recommended that the supplier/manufacture acquires the checklist that specifies the requirements of the operation and maintenance manual and ensures that these are met before the teaching plan for product-specific training is submitted to SINTEF for approval.

For product types not covered by a SINTEF Technical approval, the documentation must be approved by SINTEF or another independent third party with relevant expertise. The supplier/manufacture must then send the third party the necessary documentation for product-specific training, corresponding to that required for products with SINTEF Technical approval, ref. guidelines for SINTEF Technical Approval for small wastewater treatment plants. The third party must issue a control report or similar which confirms that the documentation for product-specific training for the product type(s) in question satisfies the aforementioned requirements. If the assessment has been carried out by another independent third party than SINTEF, the relevant control report must be sent to SINTEF for approval.

For product types not covered by a SINTEF Technical approval, SINTEF can offer a similar assessment of product-specific training schemes as carried out for product types covered by a SINTEF Technical approval. This necessitates entering a separate agreement with SINTEF for the assessment of supporting documentation for product-specific training. If the supplier/manufacture cannot present documentation proving that the small wastewater treatment plants meets the requirements for sale of construction products within the EU/EEA, and that the plant meets the requirements for use in Norway, and that the necessary conditions for use are specified, then SINTEF will not assess the supporting documentation for product-specific training.

Documentation and inquiries about assessment of documentation for product-specific training are sent by e-mail to willy.thelin@sintef.no.