
SVWOH Examination regulations for the sectorspecific proficiency profiles

Assistant Scaffolder (new)

Mechanic THBI

Inspector Mobile Scaffold Parts

Inspector Portable Climbing Equipment

Applicable from 1 december 2025

Under management of:

Stichting Veilig Werken op Hoogte (SVWOH)

(Safe Working at Height Foundation)

www.svwoh.nl

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1. OBJECTIVE, STATUS AND GENERAL PROVISIONS

The certification of persons in accordance with the SVWOH personal certification schemes is subject to conditions.

This applies both to the persons involved in the examination and certification process and to the certification and examination process.

Examinations for these certificates have been outsourced to the Foundation for Examinations in Working at Height (SEWOH).

All persons involved in the examination must have been appointed by the SVWOH.

To ensure the quality and independence of the examination staff, a CB active in the field of sector-specific certification for scaffolding professionals may only use certification and examination personnel listed in the SVWOH register.

In order to be valid, the testing of candidates must meet the conditions set out in these examination regulations. The examination regulations are assessed annually by the Examination Board on their content and applicability, and to check whether they are up to date.

SEWOH must apply these examination regulations.

The examination regulations can be downloaded from the websites of SVWOH, and are available for inspection during each examination.

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2. TERMS AND DEFINITIONS

2.1 Certification body (CB)

SVWOH acts as the certifying body for issuing sector-specific certification for scaffolding professionals for the certification schemes established by the SVWOH management foundation.

2.2 Examination Body (EB)

The Examination Body SEWOH ensures and carries out on behalf of SVWOH (acting as CB) and is responsible that the proper procedures are adhered to with regard to the preparation, execution and processing of the examinations for exams for sector-specific certification for scaffolding professionals as well as the reports on this to the SVWOH, which then takes care of the final assessment and determination of the examination results.

2.3 The SVWOH Examination Board

The SVWOH has established an Examination Board consisting of persons who are independent from trainers.

The permanent SVWOH Examination Board consists of at least six members in total with the following roles:

1. Examination Board chairperson;
2. Examination Board secretary;
3. Examination Board members and advisors.

In addition to the chairperson and the secretary, there are at least four members on the Examination Board. These members are recruited from the following disciplines:

- expert in the content of the various certification schemes (representatives of trade associations for Working at Height);
- expert with respect to examination content (test expert and representatives of trade associations);
- expert with respect to examination processes and ISO 17024 (testing expert and CB).

The current composition of the Examination Board is published on the SVWOH website.

2.4. Certificate of professional competence/personal certificate

- A. A certificate of professional competence (also referred to as a 'sector-specific certificate') is issued by the SVWOH ((acting as CB) for a specific field of competence.
- B. The Certificate Holder undertakes to the (acting as CB) SVWOH to comply with the conditions of validity associated with the Certificate of Competence.
- C. The Certificate of Competence is issued in the name of the person and the conditions for the certificate are stated in an agreement between the holder and the (acting as CB) SVWOH.

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2.5 Practical examiner

The person appointed by the (acting as CB) SVWOH to:

- Conduct practical examinations. The examiner is responsible for determining whether, and to what extent the candidate's knowledge, skills and attitude meet the requirements set for the practical examination.
- Assess the results of the completed examinations. The Examiner assesses the practical assignments in accordance with the documents approved by the Examination Board.
- Apply the examination regulations, including the implementation regulations and the examination requirements when conducting the practical examination.

The examiner is required to use the required PPE. This includes safety shoes, closed work clothing, helmet, glasses, hearing protection. When entering a scaffolding where there is a risk of falling, the examiner must use fall protection.

2.6 Theory examination supervisor

The person appointed by the (acting as CB) SVWOH to conduct theory examinations. A theory examination supervisor ensures compliance with and implementation of the examination regulations when conducting the theoretical examination. The Supervisor verifies the identity of the candidates.

2.7 Assessor of theoretical examinations

The person appointed by the (acting as CB) SVWOH to assess the results of the completed examinations. The assessor must assess the results of the practical assignment of the theoretical examinations within the period set by the SVWOH and indicate a grade according to the methodology stated in the correction prescription.

2.8 Candidate

Participant in the examination/re-examination.

2.9 Certificate Decision-maker

The person appointed by the SVWOH to make the decision to award the certificate.

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3. CERTIFICATION AND EXAMINATION STAFF

SEWOH is obliged to register Certification and examination staff and they must be authorized by SVWOH. SVWOH records all of the registrations and deregistrations in an overview/register of examination staff. Only the persons registered with SVWOH may be used by SEWOH to conduct examinations. SVWOH is responsible for assessing whether certification and examination staff meet the requirements. SVWOH must have a procedure that guarantees the appointment of qualified certification and examination staff. SEWOH must maintain qualification files for the positions listed below and ensure registration with SVWOH.

Examiners are obliged to take part in meetings organised periodically by SVWOH (Examination Board) concerning the coordination and evaluation of the examinations to be conducted or assessed by the examiners. In the event that any of them are unable to attend, the examination board will send a report or summary of the meeting to the CB. The CB will then send this report to the absent examiners. SVWOH is currently developing a points-based system for examiners with regard to training and information.

3.1 Examination staff requirements

Examination Chairperson

An examination chairperson is appointed for each examination.

The tasks and responsibilities of the examination chairperson are described in point 4.7.

Practical and theoretical exam supervisor included the practical assignment

1. Has command of written and spoken Dutch and/or English and/or German;
2. Has good communication and interpersonal skills;
3. Acts autonomously, objectively and independently;
4. Acts ethically and with integrity;
5. Acts in an organised and decisive way;
6. Is familiar with the examination regulations;
7. Is employed by or contracted to the SVWOH;
8. Has signed a declaration with respect to the confidentiality, independence and privacy of the examinations with the Examination Body SEWOH.

Practical theoretical exam examiner

1. All requirements as set for the examination supervisor;
2. Must have a valid and recognised Scaffolding Inspector Personal Certificate. In addition, the Scaffolding Inspector must have obtained a minimum score of 70% for the examination.
3. A Scaffolding Inspector who wishes to become or remain an examiner must do exams at an EB for which they do not conduct examinations;
4. Minimum of five years of proven work experience at Lead Scaffold level;
5. The score of the prospective examiner may at all times not deviate from the experienced examiner's score by more than 10% in the mock examinations for qualification as an examiner;
6. Must work at least three times together with an experienced examiner;
7. Can make decisions objectively and without prejudice and acts impartially, objectively and

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- independently;
8. Has thorough knowledge of the certification scheme, the examination regulations and the latest version of the Directive THBI;
 9. Is employed by or contracted to the SVWOH en the SEWOH;
 10. Is required to attend the training courses organised by SVWOH.
 11. Has signed a declaration with SEWOH with respect to the confidentiality, independence and privacy of the examinations .

Certificate Decision-maker

1. Thorough knowledge of the certification process for sector-specific certification and personal certification;
2. Not directly involved in conducting and assessing the results of theoretical and practical examinations;
3. Has thorough knowledge of the certification scheme, the examination regulations and the latest version of the Directive THBI;
4. Is employed by the SVWOH.

Before examination officials can be deployed, they must demonstrate that they meet the requirements of the SVWOH. Proof that examination officials meet the requirements must be included in the application for inclusion in the SVWOH platform SEP.

3.2 SVWOH register of examination staff

The SVWOH must demonstrate that certification and examination staff comply with the requirements before they are registered in the SVWOH list of examination staff.

The register is established and maintained by SVWOH. It is not public and can only be accessed by SVWOH.

The following data are recorded for the persons in the register:

- Name
- Date of birth
- Place of birth
- Examination language

Conditions for registration are:

- Satisfy the requirements;
- Proposed by the SVWOH;
- Signed declaration of confidentiality, integrity and independence.

These documents should be provided to SVWOH upon first request.

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4. THE EXAMINATION PROCESS

Access to the examination room during an examination shall be restricted to the candidate, the examination staff of the Examination Body and persons authorised by SVWOH to monitor the examination process.

4.1 Entry criteria for participation in the examination

The criteria for participation in the examination and issue of the sector-specific certificate are included in the certification schemes.

Before the start of the examination, the Examination Body must establish that the candidate meets the admission criteria. To this end, the candidate must provide the required supporting documents prior to the examination. These will be checked by the SEWOH and stored in the candidate's file.

4.2 Registration

The application of the candidate must be made in writing/by e-mail to the Examination Body.

4.3 Remittance to SVWOH

The candidate must pay the examination or resit remittance for each candidate to SVWOH.

4.4 Notice/invitation

Candidates who have registered will receive a notice/invitation prior to the examination with details of the location, date and time of the examination.

4.5 Attendance and identification

Candidates must be able to identify themselves by means of a valid identification document (passport, ID card, European driving licence or Dutch alien document). Candidates must be present in good time before the start of the examination, in accordance with the instructions in the call for candidates.

The action to be taken if the candidate fails to appear or is not present on time must be included in the General Terms and Conditions and/or the regulations of the Examination Bodie.

4.6 Location of theory and practical exams

The theory exam is to be taken at a location that meets the requirements set by the Examination Board. These requirements are formulated in the appendix to these Examination Regulations.

The exam location is checked every three years for all requirements (RI&E). The tasks and responsibilities for the theory exam are carried out by an authorized supervisor.

4.7 Duration of the exam

Duration of the Practical exam:

- Assistant Scaffolder: 1 hour (60 minutes)
- Mechanic THBI: to be determined after completion of the development process

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Duration of the Theory exam:

- Assistant Scaffolder: 0,5 hour (30 minutes)
- Mechanic THBI: to be determined after completion of the development process
- Inspector Mobile Scaffold parts: to be determined after completion of the development process
- Inspector Portable climbing equipment: to be determined after completion of the development process

4.8 Exams in foreign languages

The exams are made available in the Dutch language by default.

An Examination Body can submit a request to SVWOH to translate the Dutch examination into a foreign not yet available language. SVWOH will comply with the request if the translation will be cost-covering. A period of 14 days applies for the translation. The examinations are or can be made available in the following foreign languages:

- Assistant Scaffolder: is available in 15 languages
- Mechanic THBI: can be made available in English
- Inspector profiles: can be made available in English

The availability of languages can be found on the website

[Belangrijke documenten Steigerbouw Veilig Werken Op Hoogte](#)

Read-aloud exams are available in exam platform SEP for those languages in which the exam is available.

4.9 Order and requirements when conducting a theoretical and practical examination

- No contact is permitted between candidates or between the candidate and the examiners during an examination, except where organisational information is concerned.
- All communication equipment must be turned off while the candidate is in the examination room or at the examination location.
- The candidate may not leave the examination room or examination location during the examination, except with the permission of the examination chairperson or supervisor.
- The examiner will ensure that the examination has been completed correctly and will collect any items provided to the candidate for the purpose of doing the examination.
- Latecomers may no longer be admitted once the first candidate has finished and left the examination room.
- Before the practical exam is taken, the examiner checks whether the candidate has the necessary PPE. If the candidate does not have the necessary PPE, he will not be admitted to the exam. The necessary PPE also includes protective clothing. This is understood to mean clothing that protects against external influences that could have adverse effects on the candidate.
- A maximum of nine candidates per examiner will be examined for the practical exam.

4.10 Measures in the event of attempted fraud or irregularities

- Violation of the confidentiality of the examination assignments by copying them in any way is not

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permitted. If it is established that confidentiality has been violated, the SVWOH will claim damages and/or report the commission of a crime to the Public Prosecutor (Article 272 of the Penal Code¹).

- A candidate who unlawfully takes part in an examination or engages in fraudulent acts prior to, during, or after the examination that relate to the examination may be sanctioned. This is at the discretion of the competent person of the Examination Bodie and/or the competent person of the SVWOH.

¹ *Text of Article 272 Penal Code*

Any person who intentionally violates any secret which he knows or has reasonable cause to suspect he is obliged to keep by reason of his office, profession or a statutory requirement, or his former office or profession, shall be liable to a term of imprisonment not exceeding one year or a fine of the fourth category

Sanctions are as follows:

- The result of the candidate will be revoked and any certificates issued will be declared invalid.
- The candidate will be deemed not to have taken part in the examination. The examination work will not be assessed and no results will be given.
- The candidate will be excluded from further participation in the examination and upcoming exams for the duration of one year. The fraud will be reported to SVWOH.

The exam fee is not refundable in these situations.

Measure concerning fraud in general with an sector-specific certificate concerning the profiles as stated in these examination regulations.

In the event of detected fraud, the certificate holder will receive in writing the sanction applied for the fraud.

If irregularities or fraud are detected by the examination staff themselves before, during, or after an exam, the responsible supervisor/examiner will be denied the right to administer an exam for a minimum period of one month.

4.11 SVWOH procedure for extended examination

If candidates have problems with a digital theory examination, or in case of dyslexia, the Examination Body can offer an extended examination of the theoretical exam. An extended examination is an examination in which candidates are given 50% extra time to accommodate difficulties with reading/understanding. Candidates with dyslexia can only take an extended examination upon presentation of a dyslexia statement issued by a psychologist, remedial educationalist or doctor.

An extended examination for candidates may only take place after the candidate has failed the regular examination once. This does not apply to candidates with a dyslexia certificate.

A candidate submits a written request to the Examination Body for permission to take an alternative theory exam. The Examination Body will inform the (acting as CB) SVWOH about the alternative examination.

Reading examinations are always possible for each candidate.

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Supervision of practical examinations

For those competency profiles the SVWOH will attend an examination unannounced at least once a year.

The following conditions apply:

Conducting exams abroad will no longer be possible as of January 1, 2026.

Starting January 2026, SVWOH will implement an additional form of supervision by requiring a bodycam recording by the supervisor/examiner during the theory and practical exams. If a complete recording is not made without a valid reason, the exam will be declared invalid. This is at the discretion of SVWOH.

The bodycam recordings will be uploaded as evidence in a digitally secure GDPR-compliant system for the period during which a candidate can file an objection or complaint (see Article 6.2) regarding the content or results of the exam.

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5. ASSESSMENT OF EXAMINATION PAPERS AND CERTIFICATION

The composition of the exams and the pass mark

The composition of the exams is in accordance with the relevant sub-regulations or certification schemes.

The pass mark for the theory exams and the pass mark for the practical exams:

Practical exam:

- Assistant Scaffolder: Each part of the practical exam must be sufficiently completed.
- Mechanic THBI: Each part of the practical exam must be sufficiently completed.

Theoretical exam:

- Assistant Scaffolder: 60%
- Mechanic THBI: 60%
- Inspector mobile scaffold parts: 60%
- Inspector portable climbing equipment: 60%

5.1 Checking examination work

Theoretical examinations will be taken digitally and are largely marked automatically. In case of paper examinations, the candidate's examination work will be checked by the Examination Body. The points obtained are entered into the digital system by the examiner and the system automatically calculates the grade.

Practical examination assignments will be assessed digitally by the Examination Body, based on assessment protocols provided by SVWOH.

The SVWOH's certificate decision-maker will deliver the final assessment and determination (decision) of the examination result.

5.2 Period of validity of the examination result and re-examination

These are included in the relevant certification scheme.

5.3 Announcement of examination result

The Examination Body may announce a preliminary result, provided that it states that the final result will be determined by the SVWOH. No rights can be derived from the preliminary results.

Examination results will be announced in writing. If the candidate has passed and the payment obligations have been met, the SVWOH will issue the certificate and SVWOH will register the certificate in the Central Diploma Register (CDR) SSVV.

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5.4 Effective date of the certificate

The effective date of the certificate is the date of the certification decision. The end date is five years after the certification date. The end date for Assistant Scaffolder is three years after the certification date.

If the exam date falls within three months before the expiry date of the current certificate, then the expiry date will also be the effective date.

5.5 Recertification

The recertification conditions are described in the relevant certification scheme.

5.6 Registration in the Central Diploma Register (CDR)

In accordance with the prevailing legislation, SVWOH registers all personal certificates in the SSVV Central Diploma Register (CDR).

5.7 Retention period

Completed examination work will be available for viewing for five years(for Assistant Scaffolder three years).

5.8 Right of inspection

A candidate has the right to inspect the examination he has taken at all times. Only the candidate himself may inspect the examination he has completed.

If a candidate wishes to exercise their right of inspection, they must submit a written request to the SVWOH in advance. Within two weeks after receipt of the request, a date will be set for the candidate to come to the SVWOH office to inspect their examination documents.

The cost of the inspection must be paid prior to the inspection.

Upon inspection, the candidate must provide valid proof of identity and may not make any notes or recordings of the examination documents. Communication equipment must be switched off during inspection.

Violation of the confidentiality of the examination assignments in any way during the inspection is not permitted. The SVWOH will monitor this and, if it establishes that this provision has not been complied with, will claim compensation and/or report the commission of a crime to the Public Prosecutor (Article 272 of the Penal Code).

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6. COMPLAINTS, OBJECTIONS AND APPEALS

6.1 Complaint about the course of the exam

Candidates can submit a complaint to the SVWOH about the conduct of the exam. Only written complaints submitted by the candidate will be processed.

The SVWOH registers these in the complaints overview. The CB will inform the complainant of the receipt of the complaint within 5 working days, indicating the period within which response will be made. Complaints are handled in accordance with the complaints regulations of the CB.

6.2 Complaints about the content or assessment of the examination

If a candidate disagrees with the content of examination questions or assignments, the assessment of the examination or the certification decision, the candidate may prepare a 'request for review'. They can do so by means of the 'request for review' form, which is available at each examination and is issued on request.

The 'request for review' must contain the name and contact details of the applicant, and the applicant's reasons for submitting the request. The candidate must clearly state why they believe that a question is incorrect or that their answer is correct. If the form is not completed in full, and/or no reason is given for its submission, the complaint will be declared inadmissible. The 'request for review' must be submitted within four weeks after written notification of the certification decision. The SVWOH will assess whether the 'request for review' fulfils the above criteria.

The SVWOH will inform the candidate about the assessment within 10 working days of receipt of the request. If the 'request for review' concerns the content of the questions or the content of the assessment protocol, the CB may decide to forward the request to the SVWOH Examination Board. The candidate will be informed accordingly. The deadline for the delivery of the final decision to the candidate will then be extended to six weeks.

If a candidate, pending the evaluation of their request for review, re-takes the examination for their certificate in connection with the possible expiry of their certificate during the evaluation period, the costs of the re-examination must be borne by the candidate, even if their request for review is found to be justified. The candidate has the opportunity to take the examination and any re-examination for recertification three months before the expiration date. During that period, any request for review can be dealt with in full within the time limit set.

6.3 Objection and appeal against SVWOH decision

For the submission of objections and appeals, please refer to the regulations of the SVWOH.

6.4 Other cases

In any cases not provided for in these Regulations, SVWOH will make the decision, possibly after consultation with the SVWOH Examination Board.

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Appendix

Examination template

The examination template shows the distribution of the questions over the final qualifications and test targets. This template is added to the examination documents.

Theory examination

The theory examination is conducted digitally. The result will be visible in the system. In case of paper examinations or partly paper components, the candidate's examination work will be checked by the Examination Body.

Scope of SVWOH Central Examination Bank

SVWOH provides a central examination bank that contains sufficient items for each competency profile. Annually at least 10% of the questions from the central examination bank must be refreshed.

On the basis of feedback outdated questions will be removed or updated. All questions will be checked after an update of the Scaffolding Directive or the Directive THBI. Questions with a calculation will be replaced every three years.

Pass mark for theory examination

See art. 5.1

Candidates who did not pass the theoretical part may take the examination again, once again in accordance with the conditions as stated in the Examination Regulations.

Examination conditions theory examination

The theory exam is taken at a location that at least meets the following requirements criteria:

- Each candidate sits at a table that contains 50 cm x 70 cm free space.
- Candidates are at least 75 cm removed from another candidate.
- The location is free from disturbing influences.
- The location is adequately lit and meets the legal requirements.
- The address of the examination location has been announced to all candidates;
- A room for the reception of the candidates is available;
- The location is free of texts and so on, which may be part of the examination.

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Systems (no tablets)

1. For the proper and optimal functioning of the Exam Application(s), SVWOH applies the following ICT requirements:
 1. **Internet connection**
 - The peak load per exam PC is 8 Mbit down / 1 Mbit up. A minimum of 100 Mb down / 10 Mb up must be available in the theory rooms.
 2. **Computer (desktop or laptop)**
 - Windows 11, a mouse, and a keyboard.
 - For adequate administration of theory exams in foreign languages, a Cyrillic keyboard must be available.
 - The display must have a minimum diagonal of 15 inches with a minimum resolution of 1280x800 pixels (WXGA or an equivalent with a different aspect ratio).
 - SVWOH's Secure Browser and the Chrome browser must be installed.
2. The obligations in this article also apply to the examination centers that conduct exams under the responsibility of the SVWOH. The SVWOH remains fully responsible for the fulfillment of these obligations and ensures that the examination centers continue to comply with them.
3. SVWOH undertakes to grant the licensed examination organizations access to the Exam Application(s) required for the administration of the agreed exams.
4. SVWOH undertakes to ensure the availability of the Exam Application through a Service Level Agreement (SLA) with its supplier.
5. The SEWOH undertakes to use only the Exam Application provided by SVWOH for the administration of the agreed exams.
6. SEWOH undertakes to ensure the confidentiality of the exams provided by SVWOH, either on paper or via the Exam Application.
7. SEWOH guarantees that the exam assignments or any parts thereof will never be used for purposes other than administration and possible review by candidates, as agreed with SVWOH and/or the CI.
8. SVWOH guarantees the confidentiality of all data and exam assignments. Demonstrable security measures have been taken to prevent unauthorized access to the Exam Application and exams.
9. The examination organization and the exam staff is expressly **not allowed** to make the exams to be administered or already administered public. Copying, printing, or publishing online is strictly prohibited unless SVWOH has explicitly granted permission.
10. The examination organization and the exam staff must immediately inform SVWOH of any serious deficiencies they observe at the examination center during the administration of exams issued by SVWOH. This information is confidential.
11. SVWOH reserves the right, in the event of suspected serious deficiencies at an examination staff, to suspend the right to administer exams at that center pending an investigation by SVWOH.
12. Computer systems and routers must be provided by the examination organization and checked for the above points and the absence of screen recording software. It must be impossible to make recordings or screenshots.

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Practical examination

Scope of Central Examination Bank

SVWOH provides a central examination bank that contains at least four unique practical examinations.

Examination conditions

The practical exam is taken at a location that meets at least the following criteria:

- All the materials necessary to properly carry out the examination for the relevant competency profile must be present before the start of the examination. (See the material lists and requirements per profile).
- The location must be at least 100 m² in area and have a sufficient free height. Exam locations below 8 meters are tolerated until a new practical exam is introduced that requires an 8-meter height indoors.
- The location must have sufficient light or artificial light to enable safe working;
- There has recently been an RI&E carried out for the location;
- There is an Emergency Response Officer (ERO) present and reachable and/or the emergency numbers are known;

Pass mark for practical examination

See art. 5.1

Candidates who did not pass the practical part may take the examination again, once again in accordance with the conditions as stated in the Examination Regulations.

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