

## Self-reporting from supplier

Self-reporting is part of the follow-up in accordance with regulations on pay and working conditions in public contracts and Statsbygg's contract provisions.

This form must be answered before the work starts, unless otherwise agreed, and must be answered by all companies in the entire supply chain, including sole proprietorships and staffing companies.

Statsbygg may require the form to be submitted several times during the contract period. It is the main supplier's responsibility to ensure that the form is completed and uploaded in HMSREG.

All questions must be answered on the basis of the employees, hired and seconded employees as well as sole proprietorships who directly participate, or according to the plan must directly contribute to fulfilling the contract with you as a supplier or subcontractors.

### Use of the form

The form is completed by the supplier.

If the supplier is the main supplier, the form must be uploaded to HMSREG and Statsbygg by the project manager must review the form and any comments must be notified to the main supplier.

If the supplier is a subcontractor, the form must be uploaded to HMSREG and sent for approval to the main supplier. The main supplier shall review the form and provide any comments in section 11 before the form is reloaded in HMSREG. The main supplier is responsible for ensuring that the form is checked and found in order before the supplier is approved in HMSREG.

If the self-report is deficient, this must be handled through the function "Follow-ups" in HMSREG.

### Definitions

**The main supplier** is a contractor or supplier who has undertaken an assignment for the client (customer) and who has one or more **subcontractors** to carry out part of the assignment.

**A skilled worker** is a person who has a trade or journeyman's certificate within the subject area in which he / she performs work in the relevant project.

**General information and signature**

General information about the supplier	
Company name:	
Organization number:	
Contact person name:	
Contact person email:	
Contact person phone number:	
Signature right:	
Contract number (Kxxx):	
Client (contract with):	
Number of permanent employees in own business who perform professional work:	
Of which:	
Number of skilled workers:	
Number of unskilled workers:	
Proportion of foreign workers?	
Is the company an approved training company?	
How many apprentices does the company currently have?	

.....  
 Name, general manager

.....  
 Place/Date

.....  
 Signature



5. Wages and working conditions	
a) Which generalized and / or nationwide collective agreements are used as a basis for work performed on this contract?	
b) How do you ensure that your own employees who perform work on this contract receive wages and working conditions in accordance with the terms of the contract? Describe systems and routines for how this is to be followed up during the contract period.	
c) Do you plan to use temporary or hired labor? If yes:  Attach documentation that this is legal use of temporary or hired employees in accordance with the "Working Environment Act" sections 14-9 and 14-12.  More information here: <a href="#">Act relating to working environment, working hours and employment protection, etc. (Working Environment Act) - Lovdata</a>	
d) Do you plan to use seconded labor on this contract? If yes:  Describe how you take care of wages and working conditions for these during the contract period.	
e) Are there special rules and / or agreements that regulate working hours in addition to the general provisions in the "Working Environment Act" and any collective agreements? If yes:  Attach a copy of the agreement.	
f) Does the business cover food and lodging?	
g) Do the employees have one or more shop stewards in the company to contact? If yes:  Attach contact information of the person.	
h) Do the employees have one or more safety representatives in the company or a regional safety representative they can contact? If yes:	

Attach the contact information of the safety representative.	
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<b>6. StartBANK</b>	
Enter StartBANK ID:	
Has a SKAV power of attorney been submitted?	

<b>7. Use of subcontractors.</b> (Questions 7 a) - c) are answered if subcontractors are to be used)	
<b>a)</b> List any subcontractors, including staffing agencies and sole proprietorships, who perform, or are scheduled to perform, work in Norway under this contract. The list must include the full organization name, organization number and nationality of the subcontractor (s).	
<b>b)</b> Are the contract requirements included in your contracts with the subcontractors?  Attach examples of the wording you use in the contracts.	
<b>c)</b> How do you follow up that the contract requirements are complied with by the subcontractors?	

<b>8. Ethical trade</b>	
Are there ethical requirements in this contract? If yes:	
Describe where the requirements are followed up in the supply chain.	

<b>9. Apprentices</b>	
<b>a)</b> Are there any requirements for apprentices in this contract? If yes:	
Describe how the requirement that a proportion of hours worked, performed by apprentices, will be met for the contract.	

State the name, date of birth and craft of the apprentice(s) who are scheduled to perform work under this contract.	
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**10. Detailed information from the supplier****11. Any comments from the main supplier**