



## ID06 – GENERAL PROVISIONS ON IDENTITY REQUIREMENTS AND ATTENDANCE RECORDS

*Adopted by the Swedish Electrical Contractors Association (EIO), Association of the Glaziers' Business, Swedish Earth Moving Contractors, Swedish Association of Painting Contractors, Employers' Association of the Swedish Plate Works, Swedish Construction Federation and the Swedish Association of Plumbing and HVAC Contractors.*

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The following contractual terms are applicable between the principal (usually a general or turnkey contractor) and the contractor (usually a sub-contractor or supplier).

1. Each individual present on a work site shall wear clearly visible badge that states the wearer's name and employer. If the badge does not constitute valid identification the person shall also have accessible either a driver's license or ID-card, or if the person does not have Swedish identification, a passport or other type of identification with photograph.

*Comment on Item 1*

*The purpose of this regulation is to make it simple to identify individuals present on the work site. The individual's name and employer information may also be visibly displayed in a manner other than on a badge, e.g. markings on clothing.*

2. The contractor is responsible for notifying the principal in advance and in writing which of his employees are permitted to be present on the work site. Upon such notification the contractor shall state the name and personal identity number of the employed person.
3. If not otherwise stated in the contract documentation, the principal, who is the building proprietor's contractor (usually a general or turnkey contractor) maintains an attendance list of all who within the framework for his contract are present on the work site. The name and personal identity number, and name and corporate identification number of the person's employer shall be noted in the list. The corporate identification number is not stated in cases of private company. Instead, the notation "Private company", is entered into the space for the corporate identification number. The daily attendance list shall be archived for two years and be available for possible review by the Swedish Tax Agency.

The contractor is responsible for ensuring that he and his employees follow the regulations that the building proprietor's contractor establishes regarding attendance lists.

4. Notification of the presence of an individual who is on the work site for a shorter period of time only to load or unload materials, goods or other at a specially designated location does not need to be given in advance (according to Item 2) or noted on the attendance list (according to Item 3) if not otherwise noted in the contract documentation.

5. The principal and the person who maintains the attendance list in accordance with Item 3 is entitled to check that notification of the presence of an individual on the work site has been given in advance and that they have identification. The principal and the person who maintains the attendance list are entitled to request individuals for whom notice has not been given in advance or who lack identification to leave the work site.

*Comment on Item 5*

*Individuals who are entitled by law or other agreement to be on the work site cannot be requested to leave in accordance with the stipulation in Item 5.*

6. If a contractor employs the services of another company to carry out a portion of the contract commitment, the provisions in this agreement are also applicable to the employed company and its employees. In such cases, when giving notification in accordance with Item 2, the contractor shall also state the company name and corporate identification number of said employees' employer.
7. In cases an employee lacks a Swedish personal identity number or a company lacks a Swedish corporate identification number the identification number issued by the Swedish Tax Agency to the employee/company shall be stated upon the application (Item 2) and noted in the attendance list (Item 3).

If an employee lacks an identification number in accordance with the previous paragraph the individual's nationality and number in passport or foreign identity document shall be noted.

If a company lacks an identification number in accordance with the first paragraph the company's legal residence and foreign equivalent to the Swedish corporate identity number shall be noted.

8. If not otherwise agreed the contractor shall pay liquidated damages to the principal on each occasion that one of the employees, or employees with other sub-contractors or suppliers who are hired, are in breach of what is prescribed in Item 1. The penalty is SEK 500 per person per day.
9. The contractor is required to include ID06 in agreements with other parties that he engages for the execution of his contract