To contracting company City, date

# We require the SSG Entre safety course

As of XX/XX/XXXX, <Plant> will be requiring anyone working on the site to have completed the SSG Entre Basic course. SSG Entre is a basic standardised course focusing on health, safety and the work environment. This course requires the contractor to have a thorough knowledge of procedures when working in an industrial environment, along with a high level of risk awareness. Checks will be carried out when you enter the site, to ensure that this course requirement has been met. Anyone who has not passed the course will be refused entry to the site.

Our objective is to reinforce our safety culture, improve the work environment and reduce risks, incidents and accidents on site.

## How it works:

1. If the contracting company is not registered with SSG, it has to be registered at [ssg.se/en/newentrepreneur](https://www.ssg.se/en/newentrepreneur) first. When registering, please give the name of the person at the company who will be acting as the administrator for queries relating to SSG Entre.
2. The company will then be given access to the administration tool My SSG, where employees are registered and assigned to the course. The people registered by the company as administrators can carry out this registration.
3. Everyone registered receives a course participant code so that they can log in to the SSG website and complete the course. This can be used for both the SSG Entre Basic course and any local courses. Both the SSG Entre Basic course and local courses end with a certification or final test.
4. The course is passed when the final test has been completed and passed. For a course participant to receive an Access card, a course has to have been allocated and a photo of that person has to be uploaded to My SSG by the administrator. The Access card is then printed and sent by post to the customer’s registered address within about a week.

Course fees will be billed for each SSG Entre Basic course allocated, based on the registered billing address. There is no charge for local Entre courses. Please visit [ssg.se/en/entrecourse](https://www.ssg.se/en/entrecourse) to view current prices and other information on the course.

Besides the SSG Entre Basic course, in some cases contractors also need to complete the local Entre course for the plant. This provides supplementary information on the unique risks, rules and procedures applicable at the plant. More information on which companies have local courses can be found at [ssg.se/en/participatingcompanies](https://www.ssg.se/en/participatingcompanies). These courses are completed via the SSG website, in the same way as the Basic course.

When the contractor has passed the course, an SSG Access card will be issued and sent in the post. This Access card is personal to the contractor in question and will be read at the plant in order to confirm that the course has been completed. It must also be possible at all times to show this card on request. Note: the Access card is not an ID card, so the contractor should be able to show valid ID/a pass as well.

## Support

The SSG support team are on hand if you need any help. For more information, please visit [ssg.se/en/support](https://www.ssg.se/en/support).

Please contact us if you have any further questions.

Best regards,

Name

Company

Telephone number

Email