

## Standards for migrant worker housing

### Introduction

All companies wishing to be registered with SNF must first undergo an administrative inspection (set of standards A) and immediately afterwards have all sites for which they are "primarily responsible" inspected. (Set of standards B). All currently SNF registered companies are to undergo their administrative inspection in the period preceding expiry of their certificate. This date was listed in the latest continuation email. A number of textual changes have been made in this version of the standard compared to version 11.1. In addition, the standard includes sanctions if an additional administrative inspection after 3 months (which must be carried out in case of a major site register completeness deficiency after the additional administrative inspection after 6 months) results in another major site register completeness deficiency, the standard on sanitary facilities and headroom has been clarified and Annex 4 provides an explanation of the information duty.

### Transitional arrangement

Changed requirements in the standard that have not yet been included in a previous version of the standard must, unless explicitly stated otherwise, be implemented one month after publication of the relevant version of the standard and are therefore used in all inspections carried out from one month after publication.

## A. Standards for annual administrative inspection

### 1. Locations registry and residents' list

	<i>Standard</i>	<i>Qualification</i>	<i>Comments</i>
1.1	<p>The SNF locations registry includes an up-to-date overview of all of the company's housing locations, including the maximum number of occupants (capacity).</p> <p>This includes any hotels, bed &amp; breakfasts, or temporary accommodations being rented at the time of inspection, which must also meet the SNF requirements. See also Part B, standard part 5.2.2: In the absence of cooking facilities, meals are demonstrably provided at the expense of the employer/hirer. If this is the case, the location cannot be used for more than 6 weeks.</p> <p>The locations registry must also list all foreign locations housing migrant workers employed in the Netherlands, and all foreign locations housing migrant workers employed abroad within 50 kms of the Dutch border (circle distance).</p> <p>The company has set up its records so that the inspector can establish during the administrative inspection that all locations rented out to migrant workers have been declared in the locations registry.</p>	Major	<ul style="list-style-type: none"> <li>The company will ensure that, one week prior to the inspection, the inspecting institution has download access to a full and current overview of all housing locations in the SNF locations registry, which includes <ul style="list-style-type: none"> <li>All locations</li> <li>Maximum numbers of occupants (unnamed) per location</li> </ul> </li> <li>All sites entered in Informis must have a correct start date and, if applicable, correct end date.</li> <li>The locations registry includes all locations used for housing labour migrants in the 12 months prior to the administrative inspection. In the case of an initial inspection, that period is 3 months. If a company is party to a rental agreement for housing migrant workers, these locations should be declared in the location register.</li> <li>The accuracy and completeness of the locations registry is verified by means of financial auditing (ledgers, invoices, etc.) and, where applicable, by means of auditing staff administration. See annex 2 for the description of the working method and minimum requirements regarding the administration.</li> <li>Private individuals who rent out only one location to labour migrants should prove this with the "object list concerned" or "property information" from the Land Registry. The audit of the financial records for verification is waived for them. The inspection body checks annually, using the "object list concerned" or "property information", that the private individual has only one additional object.</li> <li>When using hotel/guesthouses without cooking facilities, it must be demonstrated that meals are provided at the employer's/hirer's expense.</li> <li>All sites abroad used for housing migrant workers must be included in the site register and inspected for SNF purposes. In doing so, the SNF standard must be met with the exception</li> </ul>

			<p>of any items that conflict with the laws applicable in the relevant country. With effect from 1-1-2024, the restriction to a distance of 50 km across the border has been dropped.</p>
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1.2	<p>The company's records contain an up-to-date overview of all housing locations, including for each location all names of occupants and start date and (if applicable) end date of occupancy of the labour migrants for whom the organisation provides/has provided housing (occupants list).</p> <p>Companies that do not house their own employees do not have to meet this standard requirement (see registration regulations for conditions)</p>	Minor	<ul style="list-style-type: none"> <li>By checking the financial records (general ledger accounts, invoices, etc.) and, if applicable, personnel records, the accuracy and completeness of the locations registry is verified. See annex 2 for the description of the working method.</li> </ul>
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**2. Good employment practice (if applicable)**

	<i>Standard</i>	<i>Qualification</i>	<i>Notes</i>
2.1	<p>To ensure good employment practices, temping companies must meet the requirement of being registered with the registry of SNA-certified companies. Temping agencies temping to companies subject to the collective employment agreement for the meat sector must be SNA-certified.</p> <p>To ensure good employment practices, <b>agricultural companies in the ‘open farming’ sector and the ‘horticulture’ sector</b> housing their own employees, must submit to the secretary’s office**</p> <ul style="list-style-type: none"> <li>the good employment practices statement prescribed by the collective employment agreement for the horticultural or the open farming sectors, made available by way of the SNF website.</li> </ul> <p>Companies registered with <b>Fair Produce</b> can demonstrate their compliance with good employment practices via this registration**.</p> <p>In order to ensure good employment practices, companies that house their own employees in sectors with which SNF has not yet reached agreements on the interpretation of good employment practices must submit an auditor’s report in the prescribed format that demonstrates compliance with the applicable collective labour agreement.</p> <p>Companies that do not house their own employees are not subject to this standard. Please refer to the regulations registry for applicable conditions.</p>	Major	<p>The company’s <i>KvK</i> (CoC) number is leading for the inspection by the inspecting institution.</p> <p>The company with SBI-code <b>78201</b> (temping agency), <b>78202</b> (loan desks), <b>78203</b> (job pools), <b>7830</b> (payrolling) must be listed in the registry of inspected SNA companies on the day of inspection.</p> <p>Annually and during the initial inspection, the inspecting institution will inspect the continuation of the SNA registry and/or the presence of a statement, certificate, or audit opinion.</p> <p>Over the course of the year, the secretary’s office will monitor the company’s SNA registration. In case of SNA registration decommitment, the SNF regulations registrations will become leading.</p> <p>**Documents must be uploaded to the company’s own file in the locations registry. The inspecting institution will verify these documents.</p>

### 3. Supervision and management

#### 3A Local residents (only applicable for sites for which the company is Primary Responsible)

	<i>Standard</i>	<i>Qualification</i>	<i>Notes</i>
3A.1	<p>Periodically throughout the year, location and immediate surroundings (building, garden, garage/barn) are demonstrably checked by the company for state of maintenance.</p> <p>Any faults or failures must be serviced and remedied.</p>	Minor/ major	<p>Periodical inspections of the state of repair must be demonstrably documented in a log, listing inspections by date, name of inspector, and assessment.</p> <p>These inspections include:</p> <ul style="list-style-type: none"> <li>• condition of green areas</li> <li>• condition of the building (window frames, glass, doors, gutters, drains, etc.)</li> <li>• condition of the direct surroundings of the residence</li> <li>• inspection for absence of refuse</li> <li>• inspection for regular maintenance.</li> </ul> <p>The site should be monitored at least 4 times throughout the year and the data recorded.</p>
3A.2	<p>Direct local residents must have been informed about the company's point of contact by name and direct phone number in case of questions or complaints.</p>	Minor	<p>Directly affected residents must be informed separately at all sites about who the contact person is.</p> <p>Direct local residents are defined as the relevant location's "direct neighbours".</p> <p>This standards item is assessed at the central locations in a meeting between the inspector and the responsible individual.</p>
3A.3	<p>The company has a low-threshold facility for tenants and local residents to report complaints and compliments.</p> <p>The company uses a complaints and compliments process, and takes complaints into account when managing locations.</p>	Minor/ major	<p>The website must list where complaints can be submitted. If a company does not have a website, there must be some other low-threshold method for lodging complaints.</p> <p>The point of contact is determined by the company. Complaints received must be recorded and the company must demonstrate what was done with them and in what way the complaint was resolved.</p>

## B. Standards for locations inspection

### 1. Capacity

1.1	During the inspection, actual capacity must be checked against administrative information.	Major	
1.2	If the inspector finds sealed bedrooms, they must order a reinspection of the location.	Major	<p>The inspector must be allowed to obtain an impression of the full housing location.</p> <p>The entire location must be open to inspection, as the inspector must be allowed to obtain an impression of the full housing location. If rooms are being rented in regular residences, the full residence (even rooms not being rented by the company) must be in accordance with SNF standards.</p>

### 2. Room, day-light, and heating

2.1	<p>Permitted forms of residence:</p> <ul style="list-style-type: none"> <li>a. regular residential homes</li> <li>b. hotels/pensions</li> <li>c. residential units in a building complex</li> <li>d. residential units</li> <li>e. housing at a recreational area</li> <li>f. campus (per 1 September 2021)</li> </ul>	Major	<p>Housing that does not fall into either of these categories is not permitted.</p> <p>See Annex 5 for a detailed explanation of definitions of permitted forms of residence.</p>
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<p>2.2</p>	<p>Occupants of a location with zoning "residential", e.g. regular house (a.) and residential units (c.) have at least 12.0 m<sup>2</sup> of usable floor area (GBO). This also applies to residential units (d) with a purpose of "housing". This includes a 3.5 m<sup>2</sup> bedroom each.</p> <p>Occupants of a location zoned "accommodation" or "recreation" have at least 10.0 m<sup>2</sup> of living area per person.</p> <p>The usable space (US) must exist fully indoors. All provisions (sanitary, kitchen, bedroom, and living room or lounge area) must be located under the same roof and reachable indoors.</p>	<p>Major</p>	<p>For notes on US, see appendix 1.</p> <p>The most current version of the 'meetinstructie gebruiksoppervlakte woningen' by NVM, VBO, VNG and <i>Waarderingskamer</i> is used to determine usable space (US), specifically the provision: 'gebruiksoppervlakte wonen'.  <a href="https://www.waarderingskamer.nl/hulpmiddelengemeenten/meetinstructies-gebruiksoppervlakte-inhoud/">https://www.waarderingskamer.nl/hulpmiddelengemeenten/meetinstructies-gebruiksoppervlakte-inhoud/</a>  This means that usable space (US) includes bedrooms.</p> <p>In accordance with measuring instructions, floorspace is measured at a height of 1.5 m.</p> <p>The listing in the BAG-viewer (Cadastral Agency) can be used for determining usable surface. If there is a suspicion that this information is no longer correct, e.g., following renovation, measurements must be conducted on-site.</p>
<p>2.3</p>	<p>For all residential forms, occupants must have at least 3.5 m<sup>2</sup> of individual floorspace each.</p> <p>Until 31-12-2023 at the latest, there was an exception for existing housing in housing form e (housing on recreation grounds) and f (campus) where residents were required to have a minimum of 2.7 m<sup>2</sup> of floor space available per person in their sleeping quarters.</p> <p>This exception will expire on 1 January 2024. Instead, bedrooms in all residential forms must afford their occupants at least 3.5 m<sup>2</sup> of available floorspace each.</p> <p>From 1-1-2025, a sleeping area may be used by a maximum of two people.</p>	<p>Major</p>	<p>The bedroom area has walls and can be closed with a door except for a studio where there is no need for a separate bedroom area.</p> <p>Measurements must be conducted on-site.</p> <p>In accordance with measuring instructions, floorspace is measured at a height of 1.5 m.</p> <p>Open attics or other rooms cannot be used as bedrooms if these areas contain facilities that must remain available to all occupants.</p> <p>The "square metre" requirement of at least 3.5 m<sup>2</sup> each for bedrooms includes a bed, cupboard, and chair.</p>

2.4	<p>All residential forms must have a bed with a mattress of at least 80*200 cm and a chair per person.</p> <p>Two-person beds must be at least 160*200 cm. Beds slimmer than 160*200 cm can only be used by one person.</p>	Minor / Major	<p>The mattress must fit the bedframe (or, in case of a box-spring, fit the base). If the mattress is too large, this is assessed as a minor deficiency.</p> <p>There must be at least 80 cm of free headroom over the bed.</p> <p>If a couple occupies a bed of 140 cm, this can only be approved if the inspector can confirm that this is in accordance with the couple's wishes.</p> <p>Bunk beds are not allowed with effect from 1-1-2024.</p>
2.5	All residential forms must have a lockable clothing cupboard of at least 0.36 m <sup>3</sup> in the bedroom for each occupant.	Minor/ major	<p>A cupboard is any lockable storage with shelves or drawers.</p> <p>If the cupboard is found in the bedroom and has the right size, but is not lockable, this is qualified as a minor shortcoming.</p>
2.6	If the cupboard is not in the bedroom, it must be lockable.	Major	
2.7	<p>Locations designated 'residential' have at least 0.5 m<sup>2</sup> of daylight surface for direct or indirect daylight in each common room.</p> <p>Locations designated 'lodging' have at least 0.5 m<sup>2</sup> of daylight surface for direct or indirect daylight in each common room, with the exception of the kitchen.</p>	Minor	<p>The designation is determined by the council and can be found through the Cadastral Agency/BAG viewer.</p> <p>Measurements must be conducted on-site.</p> <p>In building constructed in accordance with a Building Code predating 2012, windows measuring 0.47 m<sup>2</sup> instead of 0.5 m<sup>2</sup> are permitted.</p> <p>Solatubes are permitted only in case of residential designation and an equivalent of at least 0.5 m<sup>2</sup> of incoming daylight. Please note that ventilation requirements must still be met in case of Solatubes.</p>
2.8	Accommodation areas should be capable of being adequately heated.	Major	<p>There is a radiator or other heating element or heating method in the living room and in each bedroom. The heating in the bedrooms should be controllable.</p> <p>Freestanding gas or oil-burning heaters and open electric radiant heaters are not permitted. Freestanding gas heaters are defined as heaters that use a freestanding gas tank, and whose tank and heater are both found indoors.</p>

### 3. Sanitary

	<i>Standard</i>	<i>Qualification</i>	<i>Notes</i>
3.1	<p>There is at least 1 toilet per 8 occupants.</p> <p>Any room containing a toilet should be lockable.</p>	Major	<p>A toilet is defined as a mechanically water-cleaned toilet. A urinal is not considered a toilet.</p> <p>If there are more than the required number of toilets, all toilets must comply with (fire) safety and hygiene regulations.</p> <p>Toilets for common use must be directly reachable to occupants, and may not be reachable via occupied or occupiable bedrooms. This is with the exception of toilets that can be used by occupants of the adjacent bedroom.</p> <p>The toilet that can only be used by the occupants of the adjoining bedroom should be lockable.</p> <p>When determining the number of required toilets, the number of occupants per directly reachable toilet is leading (i.e. not the total number of residents divided by the number of toilets).</p> <p>If there are several toilets in a toilet room that cannot each be locked separately, it is considered one toilet.</p>

<p>3.2</p>	<p>There is at least 1 shower per 8 occupants.</p> <p>Any shower room or the bathroom in which the shower is located should be lockable.</p>	<p>Major</p>	<p>If there are more than the required number of showers, all showers must comply with (fire) safety and hygiene regulations.</p> <p>If there are several showers and/or baths in a room, each of which cannot be locked separately, this is considered one shower. If there are several shower cubicles with dressing areas that can each be locked separately, those shower cubicles are each counted as a shower.</p> <p>Bathrooms for common use must be directly reachable to occupants, and may not be reachable via occupied or occupiable bedrooms. This is with the exception of bathrooms that can be used by occupants of the adjacent bedroom.</p> <p>The shower room or bathroom that can only be used by the occupants of the adjoining bedroom should be lockable.</p> <p>When determining the number of required showers, the number of occupants per directly reachable shower is leading (i.e. not the total number of residents divided by the number of shower).</p>
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#### 4. Hygiene

4.1	Hygiene in and around the residential location must not constitute a public health risk.	Minor/ major	Hygiene must be assured for all rooms of the residential location.  When determining 'hygiene' status, the hygiene score card can be used. See appendix 3.
4.2	There is a properly and demonstrably maintained mechanical installation or natural ventilation, combined with adequate aeration.	Minor/ major	
4.3	There is no mould in the bathrooms, kitchens and/or other areas.	Minor/ major	
4.4	The must be adequate opportunities for doing laundry.	Major	There must be adequate laundry opportunities at all locations. The must be sufficient washing machines for the number of occupants, or other means of laundry available/affordable to the occupants (example: having a manager or laundrette do the washing).
4.5	There must be adequate opportunity for drying laundry outside of the bedroom.	Major	A dryer is not required.

#### 5. Facilities

	<i>Standard</i>	<i>Qualification</i>	<i>Notes</i>
5.1	Refrigerator(s), 30 litres of cooler/freezer space each.	Minor	If there is more than the minimum amount of cooler/freezer space, any excess must also comply with (fire) safety and hygiene regulations.
5.2.1	Hob(s), at least 4 rings.  Specific standard for large number of occupants: For more than 8 occupants 1 ring per 2 persons For more than 30 persons, at least 16 rings.  Hobs in studios for no more than 2 occupants must have at least 2 rings plus a microwave or oven.	Major	On all sites, except sites with residential form hotel/guesthouse, cooking facilities must be provided as per the standard.  If there are more than the minimum kernels, they must also meet the requirements with regard to (fire) safety and hygiene. The requirement regarding a hob/plates in studios for a maximum of 2 people applies in cases where residents do not have access to cooking facilities other than the cooking facilities for themselves and any co-occupant of the studio. These must meet the requirements regarding (fire) safety and hygiene.

5.2.2	<p>Cooking facilities in residential form hotel/guesthouse.</p> <p>There are cooking facilities when this housing form is used for a period longer than 6 weeks. These cooking facilities meet the requirements as stated in 5.2.1.</p> <p>In the absence of cooking facilities, meals are demonstrably provided at the expense of the employer/hirer. If this is the case, the location cannot be used for more than 6 weeks.</p>	Major	<p>When using hotel/guesthouse longer than 6 weeks, an on-site inspection takes place. Cooking facilities must be demonstrated on site.</p> <p>The administrative inspection checks whether meals are provided at the employer's/hirer's expense when using hotel/guesthouse without cooking facilities.</p>
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## 6. Safety

6.1	<p>There is no visible overload of the electrical grid (check for plug pairs, extension cords, splitters, or electrical hobs, loose electrical cables, etc.).</p> <p>There are a residual current device and automatic fuses in the electrical cupboard.</p>	Minor/ major	<p>The inspector is to classify shortcomings as major or minor.</p> <p>The safety of all areas in the residential location must be safeguarded.</p> <p>If an inspection of a pre-1975 dwelling reveals that there is no earth leakage circuit breaker, a minor defect is written for this.</p>
6.2	There is at least 1 wall socket for each occupant.	Minor	The wall sockets cannot be assigned for standard use by other facilities (fridge, TV, etc.)
6.3	<p>Lighting and electrical facilities in wet rooms:</p> <ul style="list-style-type: none"> <li>• is splash-proof</li> <li>• is suitable for use in wet rooms</li> </ul>	Minor/ major	<p>As a guideline for splash-proofing, NEN 1010 is applied (uses zoning):</p> <ul style="list-style-type: none"> <li>• Zone 0: The area in the bath or shower tray: at least IP67 12Volt.</li> <li>• Zone 1: Directly over the shower tray or bath, up to 2.6 metres high: at least IP65.</li> <li>• Zone 2: A radius of 60 cm around the bath or shower: at least IP45.</li> <li>• Zone 3: Other parts of the bathroom: at least IP21</li> </ul>
6.4	There are no circumstances that may lead to risk of personal danger or injury.	Minor/ major	<p>When assessing building safety, the inspector will assess for:</p> <ul style="list-style-type: none"> <li>• stairs (banisters must be installed)</li> <li>• landing (adequate room, no storage),</li> <li>• lighting in common areas</li> <li>• free access to and through emergency exits</li> </ul>

			<ul style="list-style-type: none"> <li>• broken windows</li> <li>• draughts</li> <li>• visible damaged asbestos</li> <li>• etc.</li> </ul> <p>Consequences of any findings (major or minor) are at the inspector's discretion.</p> <p>In case of regular residential homes in an apartment building or residential units in a building complex, the inspector also assesses for circumstances that may lead to risk of personal danger or injury in central areas, such as lifts, stairways, galleries, common rooms, etc.</p>
6.5	Boiler, gas heater, and geyser must be and have been demonstrably assessed once every two years.	Major	<p>Must be demonstrable using an invoice of the inspecting agency and/or the audit opinion and/or a sticker on the device listing the name of the inspecting company.</p> <p>New appliances are inspection-free for two years from the date of first use.</p> <p>Only CO-certified companies with skilled fitters are allowed to install and service central heating boilers , stoves and geysers.</p>

### 7. Fire safety – Building measures

In all cases, at least the legal requirements as listed in the applicable Building Code must be met. SNF ‘transcends legislation’, meaning that SNF imposes additional requirements on top of legal requirements in some cases.

	<i>Standard</i>	<i>Qualification</i>	<i>Notes</i>
7.1	<p>Fire extinguisher:</p> <ul style="list-style-type: none"> <li>• A total of 6 litres/kilograms of fire retardant is present. Fire safety requirements and/or the Building Code contain any additional requirements in terms of floors, etc.</li> </ul>	Minor/ major	The inspection requirements can be found in the applicable NEN2559. Stickers must indicate when inspections took place, when the next inspection is to take place, and when the retardant is to be replaced. A new fire extinguisher should also carry a sticker indicating when the next inspection should take place (month and year) and when the extinguishing fluid should be replaced. For foam extinguishers it is after 5 years, for powder and

	<ul style="list-style-type: none"> <li>• There is a fire extinguisher of at least 2 litres/kilograms within 5 metres of each cooking location (within direct reach, not inside another unit or outdoors).</li> <li>• Fire extinguishers must comply with applicable decisions regarding portable extinguishers from 1997, in particular with applicable NENEN 3-7. The location of extinguishers and choice of retardant in relation to fire class must comply with applicable NEN 4001+C1.</li> <li>• In the case of new foam the following must be indicated on the extinguishing agent in accordance with the current NEN:             <ul style="list-style-type: none"> <li>○ production date</li> <li>○ the next maintenance date (month and year)</li> <li>○ when the extinguishing agent must be replaced.</li> </ul> </li> <li>• Preventative maintenance must be performed annually by a certified REOB company in accordance with applicable NEN 2559. Maintenance data must be registered on a label that has been durably applied to the extinguisher in accordance with applicable NEN 2559.</li> <li>• Instructions for use must be located on all extinguishers.</li> </ul>	<p>CO2 extinguishers it is after 10 years.</p> <p>NEN-EN 3-7: Portable extinguishers - Part 7: Properties, performance requirements, and test methods</p> <p>NEN 4001: Fire-safe projection of portable and movable extinguishers.</p> <p>NEN-EN 2559: Maintenance of portable fire extinguishers. All fire extinguishers present must be inspected every two years by a REOB-certified company, including those that are 'extra' present (compared to the minimum requirement).</p> <p>In accordance with NEN 4001 +C1, fire extinguishers must be mounted on braces or stood on a stand. Extinguishers may not be kept on the floor. A black rubber cap is a valid stand. Extinguishers must be easily visible to persons using an escape route. Suitable locations are corridors, stairwells, central access hallways, and locations near room exits. Extinguishers must be installed in such a way as not to have access to the extinguisher prevented by a projected risk of fire.</p> <p>Ambient temperature Extinguisher functionality is affected by ambient temperature. NEN-EN 3-7 certified extinguishers list the temperature tolerance of the extinguisher on the label. Extinguishers must not be exposed to temperatures exceeding tolerance.</p> <p>The company will demonstrate to the inspector that the maintenance company is REOB certified through its listing on the inspection label. Following maintenance, the certified maintenance company must place a label with the CCV logo on the retardant container.</p> <p>If an REOB-certified company-approved fire coil is present, a 2-liter/kilogram foam extinguisher within 5 metres of any cooking facility and in locations with open flame (directly within reach, not</p>
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			outside) may suffice. Such is dependent on the coil's reach and availability, to be assessed by the inspector.
7.2	A fire blanket is found at each cooking facility	Major	<p>Fire blankets come in various sizes, the smallest being 1m x 1. To be able to use a fire blanket properly, a fire blanket of at least 1.2m x 1.2m is preferred. Studies by the <i>Nederlandse Voedsel- en Warenautoriteit</i> (NVWA) and the Dutch Fire Brigade show that fire blankets are not suitable for extinguishing deep fat fryer fires. The fire blanket must list this information. Most new fire blankets do. Older blankets must be supplied with a notification to this effect, for example using a clearly visible sticker (for more information regarding deep fat fryer fires, see: <a href="https://frituurbrand.nl/documenten/advertentieblusdekencampagne--def---16-10-2014.pdf">https://frituurbrand.nl/documenten/advertentieblusdekencampagne--def---16-10-2014.pdf</a>)</p>
7.3.1	Working CO detectors have been installed at prescribed locations	Major	<p>If a CO-producing device is located in the building (gas heater, heating system with open and closed combustion system, geyser, fireplace, pellet stove), a CO detector must be installed near the device. CO detectors are not required near a gas stove.</p> <p><b>All</b> required CO detectors must be operational and installed in the prescribed locations.</p> <p>CO detectors can never be installed behind the device or in a dead spot without airflow.</p> <p>The inspector will verify the alarm signal.</p>
7.3.2	Working CO detectors have been installed at prescribed locations.	Minor	If, according to the inspector, safety dictates another CO detector must be installed, a minor may be issued.

7.4.1	<p>Working smoke detectors have been installed at prescribed locations.</p> <p>Combined CO/smoke-detectors are not permitted.</p>	Major	<p>Smoke detector locations: (<a href="https://www.brandweer.nl/brandveiligheid/rookmelder">https://www.brandweer.nl/brandveiligheid/rookmelder</a>) each floor should have at least one working smoke detector in a through-space (hallway, landing, etc.). The smoke detector must have been correctly installed and regularly inspected to ensure it is in working order and whether the battery needs replacing. For additional information, see appendix 1.</p> <p>If a working fire detection installation is present, the smoke detector signal does not need to be verified; however, the log will be used to verify that testing and appraisal has taken place.</p> <p>All smoke detectors present must be functional and must have been installed in the prescribed locations.</p>
7.4.2	<p>Working smoke detectors have been installed at prescribed locations.</p>	Minor	<p>If, according to the inspector, safety dictates another smoke detectors must be installed, a minor may be issued.</p>
7.5	<p>Any centralised fire notification system must be assessed annually.</p>	Major	<p>If there is a centralised fire notification system, it must be assessed at least once per year by a certified company, in accordance with NEN 2654-1. Certified companies can be found via <a href="http://www.preventiecertificaat.nl">www.preventiecertificaat.nl</a></p> <p>If a centralised fire notification system is present, NEN-2654 imposes the following demand on management:</p> <ul style="list-style-type: none"> <li>- Monthly assessment (by manager)</li> <li>- Quarterly assessment (by manager)</li> <li>- 12-monthly assessment (by manager)</li> </ul> <p>The manager may outsource the assessments but will remain wholly responsible.</p>

## 8. Maintenance and management

	<i>Standard</i>	<i>Qualification</i>	<i>Notes</i>
8.1	Faults and issues must be remedied.	Minor/ major	<p>During the inspection, the inspector will visually assess:</p> <ul style="list-style-type: none"> <li>• condition of green areas</li> <li>• condition of the building (window frames, glass, doors, gutters, drains, etc.)</li> <li>• condition of the direct surroundings of the residence</li> <li>• inspection for absence of refuse</li> </ul>

## 9. Supervision and maintenance

9.1	In case of calamity, occupants can avail themselves of the manager 24/7.	Minor/ major	<p>Calamities are defined as: major damage to building, disruptions like power outage, major leakage. Calamities must be reported to the company's point of contact. The occupants must have been informed of this point of contact. In case of personal injury or direct risk to occupants or local residents, emergency response services must be contacted via the emergency service number 112. In case of calamity, a manager or employee for the renting company must be available by phone 24 hours per day.</p> <p>In case of calamity, a manager or an employee for the renting company must be on-site as soon as possible.</p> <p>Depending on location capacity, a manager or superintendent (over 100 beds) or an employee for the company must be available by phone (fewer than 100 beds) must be available on-site during office hours.</p> <p>This section of the standards is tested at the central locations in a meeting with the responsible individual as well as tested during the on-site inspection as well as in meetings with the occupants.</p>
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9.2	Occupants are free to receive unannounced visitors at the location.	Minor	The company may impose conditions on the visitations in terms of safety (such as registering with reception for purposes of evacuation) and to prevent disturbances for other residents (e.g. by not allowing visitors during evening or night-time hours, or by imposing a maximum limit on the number of occupants).
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### 10. Providing information and other requirements

	<i>Standard</i>	<i>Qualification</i>	<i>Notes</i>
10.1	<p>An information card must be located at a central location.</p> <p>The information card is prepared in English and, if required, the residents' national language and it contains at least</p> <ul style="list-style-type: none"> <li>• Name company that is Primary Responsible.</li> <li>• Maximum occupancy (in beds)</li> <li>• QR code with at least the link to SNF pages in English SNF prescribed text</li> <li>• Room for sticker with phone numbers of:               <ul style="list-style-type: none"> <li>• manager/renter's point of contact (available 24/7)</li> <li>• regional police</li> <li>• fire department</li> <li>• 112 (for life-threatening situations)</li> </ul> </li> </ul> <p>And:</p> <ul style="list-style-type: none"> <li>• summarised house regulations and rules of life in the occupants' mother tongue</li> <li>• evacuation plan and emergency procedures</li> </ul> <p>The company has verified that the occupants understand the language used.</p>	Major	<p>The information card has one SNF page with an indication of the maximum number of beds, QR codes to SNF information, and introductory text and room for a sticker, in accordance with SNF prescribed format. The SNF website contains a template for this purpose.</p> <p>The remainder of the information card can take any form the company wishes, assuming all required items are present.</p> <p>On the SNF web, information will also be available in other languages. It is recommended to add the QR codes to the information map in the languages relevant for the residents.</p> <p>The information card must pay attention to procedures in case of fire, extinguishing tools and resources at the housing locations, and escape routes. This applies to all forms of residence (including those not subject to permits). This information may take the form of a map of the location, a reference to the escape route, but also in any other fashion. The leading principle is whether the temporary occupant occupants are also informed of response protocols in case of emergencies in another centralised location in a comprehensible form (for example, see appendix 5).</p> <p>Evacuation plan and emergency procedure apply for all permitted residential forms, not just a, c, and d.</p>

		<p>A required evacuation plan is not defined as a document of multiple pages with instructions for in-house emergency staff or other persons responsible for evacuation. A map of the location is not required for housing types a, d, and e.</p> <p>In case of housing form b (hotel/pension), a map is a required part of the information card set. Temporary occupants must be able to obtain comprehensible information on how to act in case of emergency at a centralised location. For the 'residential units in a complex of buildings', an evacuation plan must be present at the entries and exits to every floor.</p> <p>The inspector is not required to assess whether all occupants understand the languages used.</p>
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**10. Binding informational obligation**

The inspection body informs the inspected company about the obligations that apply with regard to the Environmental Act, article 6.6 Bbl (formerly Building Decree 2012), namely submitting a report of use for room-by-room rental of a home to the municipality or requesting a permit. See appendix 4 of this standard

**11. Council notifications**

In case of serious (fire) risk, the inspecting institution must report this issue at the location to *Stichting Normering Flexwonen*, as well as urge to company to remedy the (fire) risk as soon as possible. SNF may report this issue to relevant authorities.

## C. Assessment methodology, inclusive planning and sanctions

### Scope

Housing companies housing migrant workers may be eligible for listing in the SNF registry. See the registration regulations for the specific formulation of the demands on companies looking to be registered.

### Inspecting institutions

SNF schedule compliance is assessed by accredited inspection institutions (the Council for Accreditation uses the term compliance assessment institution, CAI) accredited by the Council for Accreditation, based on applicable ISO17020-guideline. The inspecting institution must be in an arrangement with the *Stichting Normering Flexwonen* with regard to the implementation of SNF schedule assessments (the standard for housing migrant workers and supplementary documents as listed in the Standards Handbook).

### Administrative inspection and 100% locations inspection

To qualify for registration, a company must:

- be subjected to an administrative inspection
- have all locations for which it is the "primary responsible party" inspected.

Registration is possible if any major shortcomings have been remedied.

To remain registered, any registered company:

- have an annual administrative inspection carried out before the date specified by SNF.
- and, during the period set by SNF, have all sites for which the company is the "primary responsible" inspected. The inspecting institution determines when the locations are to be inspected. Inspections are divided evenly across the period.

### Assessment per residential form

#### 1. Dwellings/housing on recreation ground/living units (A, D, E)

Housing type:

- a. Regular home, including a flat in a block of flats
- b. Recreational home
- c. Bungalow
- d. Chalet
- e. Residential unit, unless on a campus

Every house/apartment/bungalow/chalet/unit/ should be inspected.

Two differences between housing on recreation ground and regular dwelling/housing unit:

- When housing on recreation grounds, the washing machine may be located elsewhere on the premises
- the destination is different (accommodation vs residential) and therefore different requirements regarding gbo and daylight.

NB. In some cases, only one room in a regular house is stated by a company. This is not desirable. If it is the case, the entire dwelling should be inspected, as it should be possible to determine whether there are adequate facilities. It is up to the professional judgement of the site inspector to determine this.

## 2. Hotel (B)

Housing type:

- Hotel
- Guest house
- B&B

NB:

- If a hotel, guest house, B&B or recreation house is used for less than four weeks, it does not need to be inspected.
- If a hotel, guest house, B&B or recreation house is used for more than four weeks, it must be inspected within 6 weeks of being put into use. A hotel, guest house, B&B where not all facilities are available cannot be used for more than 6 weeks. See standard section 2.1.

The site inspector inspects all units in use.

## 3. Campus/residential units in building complex (C, F)

- Type of Housing:
- Campus
- Residential units in a building complex
- Recreational homes, provided all homes on a "site" fall under one manager (primarily responsible) and there are a limited number of types of homes -> this falls under a "campus" in SNF's definitions.

The site inspector shall inspect all units. During the inspection, the site inspector may determine, based on professional judgement, that not all units (rooms, units, residential units) need to be inspected to get a full picture of the site's compliance, with the number of units to be inspected being at least 10% with a minimum of 4.

\*\* the difference between housing on a recreational terrain and a campus is that a recreational terrain also allows recreationists to stay and this terrain and housing is set up for recreation. A campus is set up for occupancy by labour migrants. A campus has management by one organisation. If this is not the case, the campus is considered a recreation ground.

NB. If acting on professional judgement, the inspector should substantiate this action in the report. The inspector should state the facts so that there can be no assumptions.

## Planning

The company ensures that the locations registry has been updated at least one week before the administrative inspection and on the first day of the month of the updated. The working day prior to the inspection, the company is informed of the sites being inspected as part of the periodic site inspections so that residents can be informed of the inspection. This does not apply to targeted additional inspections and additional ad hoc inspections (formerly flying brigade). SNF can also carry out these inspections unannounced, for example by invitation or in coordination with residents.

## Qualification of deficiencies

Within the standards, there is a distinction between major and minor shortcoming:

- Major shortcomings must have been demonstrably resolved within six weeks of having been found. The inspector will determine the need for reinspection, or whether the company can demonstrate the resolution administratively.
- Minor deficiencies must be resolved by the next inspection. Any minor shortcoming still found during a following inspection will be characterised as a major shortcoming.

Any shortcomings found must be reported. The company has 3 weeks to complain against the inspection body's findings.

## Targeted additional inspections and additional ad hoc inspections (formerly flying brigade)

Based on concrete third-party indications with a founded suspicion of non-compliance with standards, *Stichting Normering Flexwonen* has the option of performing or having targeted supplementary inspections performed by the inspecting institution per article 11 section 6 of the Regulations and article 13 section 1 of the Regulations.

The foundation may task the inspecting institution to conduct additional inspections under the banner of 'flying squad' in accordance with article 11 section 9 of the Registration Regulations and article 13 section 2 of the Inspecting Institutions Regulations. The costs of this inspection are payable by SNF.

Councils, the Inspectorate SZW, the fire brigade, and other governmental agencies may, in case of founded suspicions, ask *Stichting Normering Flexwonen* to perform targeted supplementary inspections.

## Description of sanctions for major shortcomings found during location inspection

Major shortcomings found during location inspections must have been demonstrably resolved within 6 weeks. The company's registration will be cancelled if the major deficiency(s) have not been rectified within six weeks from the date of suspension.

### ***Administrative settlement***

In case of the administrative settlement of a major shortcoming, the company must, by way of photographic or video materials, invoices, a digital tour, or otherwise, demonstrate to the inspecting institution that the issue has been resolved. If no confirmation of such is received by SNF within 6 weeks, or if the confirmation does not adequately show that the major shortcoming has been resolved, the company will be suspended in accordance with registration regulations, and reinspection will need to take place.

### ***Reinspection***

If, in the opinion of the inspector, the resolution of the major shortcoming cannot be demonstrated administratively, the company must undergo a reinspection by the inspecting institution within 6 weeks of the major shortcoming having been identified.

If no reinspection is possible or if, during reinspection, major shortcomings are found, the company will be suspended in accordance with registration regulations.

## **Description of sanctions for major shortcomings found during administrative inspection**

### ***Sanctions for major shortcomings in standard part of location register and residents list***

If a major shortcoming is found with regard to the 'locations list' item:

- An additional administrative inspection must be performed on the standards item within 3 weeks. During this check, it is verified whether the missing locations have been added to the location register.
- A site inspection should be carried out within 6 weeks on all locations for which the company is "primarily responsible" and which were found not to be on the locations list during the administrative inspection.

An additional administrative inspection must be performed within 6 months. The inspection is carried out over the period between the additional inspection after 3 weeks and the additional inspection after 6 months. If the additional administrative inspection after 3 weeks and 6 months or the site inspections reveal one or more major deficiencies or if the additional inspections are not carried out, the company will be suspended in accordance with the Registration Regulations. If the company fails to provide sufficient evidence of recovery within six weeks of suspension of registration, the company's registration will be cancelled in accordance with registration regulations.

### ***Sanctions major-failure additional monitoring within 3 weeks and inspection of sites for which company is "primarily responsible" within 6 weeks:***

- If the check after 3 weeks (entry of sites in Informis) or check after 6 weeks (inspection of missing sites) shows that the company has not sufficiently demonstrated recovery (sites not fully entered or sites not inspected), the company's registration will be suspended.
- If the company fails to provide sufficient evidence of recovery within six weeks of suspension of registration, the company's registration will be cancelled.

### ***Sanctions major-default additional administrative inspection after 6 months***

- If no major deficiencies are identified during the additional administrative inspection after 6 months, the next periodic administrative inspection will take place before the annual inspection deadline (based on the 'date of birth'). This is approximately 6 months after the extra administrative inspection. The annual administrative inspection is never skipped despite conducting additional inspections.

- If during the extra administrative inspection after 6 months one or more major deficiencies are found with regard to the standard component location register and residents list, the registration of the company will be suspended. There should be:
  - o An additional administrative inspection should take place within 3 weeks on the relevant standard item. This inspection checks whether the missing sites have been added in the site register. If during the extra administrative inspection it is found that the location is in Informis but with an incorrect start date, this must be changed at the II's request. The company will then not be suspended. However, the sanctions listed below will apply.
  - o A site inspection to have been carried out within 6 weeks of all sites for which the company is "primarily responsible" and which were found during the administrative inspection not to be on the site register.
  - o An additional administrative inspection to be carried out after 3 months
  - o If the additional administrative inspection after 3 weeks shows that the missing sites have been added, the suspension will be lifted.
  - o If the additional administrative inspection reveals after 3 weeks that the missing sites have not been added, the company's registration will be cancelled

The next periodic administrative inspection takes place before the annual inspection deadline (based on the 'date of birth'). This is about 3 months after the additional administrative inspection.

The annual administrative inspection is never skipped despite carrying out additional inspections.

***Sanctions major deficiency additional administrative inspection after 3 months (to be carried out if a major deficiency has been identified during the additional administrative inspection after 6 months)***

- If no major deficiencies are found during the additional administrative inspection after 3 months, the next periodic administrative inspection will take place before the annual inspection deadline (based on the 'date of birth'). This is about 3 months after the additional administrative inspection.
- The annual administrative inspection is never skipped despite carrying out additional inspections.
- If during the extra administrative inspection after 3 months one or more major deficiencies are found with regard to the standard component location register and occupant list, the company's registration will be cancelled.

***Sanctions for major shortcomings in terms of good employment practices***

If a major shortcoming is found with regard to the good employment practice item, the company will be suspended in accordance with registration regulations, and the issue must have been demonstrably resolved within 6 weeks.

***Sanctions for major shortcomings with regard to supervision and management***

If a major nonconformity is found with regard to the standard part supervision and management, it must be demonstrated to the inspection body within 6 weeks that rectification has taken place. If this is not the case, the company will be suspended in accordance with the registration regulations until rectification has been demonstrated. The exception is the standard component 'logbook'. If a major shortcoming is found, a reinspection is carried out after 6 months to check whether the logbook is present and in use.

### **Registration, suspension, and removal from the SNF registry**

If no or only minor shortcomings are found, *Stichting Normering Flexwonen* may, if all other requirements as formulated in the registration regulations are met, include the company in the registry or continue its registration in the registry. This also applies for situations where all major shortcomings have been resolved.

If major shortcomings are not addressed within a timely manner as indicated above and in the registry, SNF may proceed with the company's removal from the SNF registry in accordance with registration regulations.

The conditions for registration, suspension, and removal from the SNF registry are not part of the accreditation of inspecting institutions.

## Appendix 1: Notes to the standards

### Space, daylight, and heating

- Article 2.1. A hotel/guest house/B&B/recreation home that is used for a short period must in all cases be registered in the location register. Depending on the duration of use, it may or may not need to be inspected within 6 weeks after starting use.
- If a hotel, guesthouse, B&B or recreation house is used for less than four consecutive weeks, it does not need to be inspected, but it must meet SNF requirements.
- If a hotel, guest house, B&B or recreation house is used for more than four consecutive weeks, it must be inspected within 6 weeks of being used. A hotel, guest house, B&B where not all facilities are available cannot be used for more than 6 weeks. See standard text.
  
- Article 2.2: The usable surface (US) is any surface that can be said to be suitable for valuable use. This metric is used for comparing residences, but also for calculations regarding, for example, fire safety and usage. For SNF purposes, the usable surface is calculated in accordance with measurement instructions used by the *Waarderingskamer* (a link to this information is found in the standard). In point of fact, the US is the total floorspace between the enclosing walls of the useful function minus any sizable fixed obstacles. Examples of such obstacles are:
  - load-bearing interior walls;
  - lunette, stairwells, vide, lift shaft with a surface greater than 4 m<sup>2</sup>;
  - floor surface with free room lower than 1.5 metres (including floorspace below a staircase or ramp);
  - a stairwell, elevator shaft or void, if its surface area is greater than 4 m<sup>2</sup>
  - any freestanding construction excluding stairs or pipe shafts with a horizontal diameter greater than 0.5 m<sup>2</sup>.
  
- Article 2.2: The usable surface (GBO, in accordance with the measuring instructions mentioned in the standard) must be entirely indoors. All facilities (sanitary, kitchen, bedroom and living room or relaxation room) served under one roof and accessible indoors. This means that residents do not have to wear a coat shoes must be worn to be able to use part of the surface and facilities. A relaxation room in one Another building that is only accessible via the outside cannot therefore count towards the accessibility for the GBO. A bicycle shed or storage room is not included.GBO, even if the bicycle shed or storage room can be reached from the inside
  
- Article 2.2: In the spirit of SNF, decent living space and in the context of safety, headroom is required. Therefore, SNF assumes that is in line with the minimum height of 2.1 meters for existing buildings. There must be a strip at least 50 cm wide in the room from the entrance door along the full length or width of the room with a minimum ceiling-to-floor height of 2.1 metres. This is measured indoors. When determining the number of square meters, the definition for GBO (in accordance with the measuring instruction as mentioned in the standard) is used, which does include a number of height determinations included.

## Fire safety – residential measures

### Article 7.1 Fire extinguishers

- A maintenance company may use a maintenance label for various products which describe maintenance in various formats. It is permitted for one or more standards to use the indication “NEN 2559” on either the right or left-hand side of the label. Depending on maintenance methods, the relevant standard must be tagged or otherwise indicated in a durable manner.
- A maintenance company can be certified based on the *Onderhoud Blusmiddelen* (REOB) certification scheme. This only refers to certifying businesses, not individuals.
- In a location abroad (Germany, Belgium) the installation and assessment of fire extinguishers must follow local legislation.
- Note: the use of powder and CO<sub>2</sub> fire extinguishers for fire class F fires (extinguishing hot oil or grease) is considered dangerous and is therefore discouraged. Grease fires cannot easily be extinguished with other retardants as they may reignite. In such cases, a fire class F extinguisher is recommended.
- Areas of attention with regard to fire extinguisher selection – Obstructed Perception:  
Use of a powder extinguisher in an enclosed space will substantially obstruct perception, and may hinder the rescue of human beings and animals, as well as the implementation of other emergency measures. In such cases, water or foam extinguishers are preferred.

### Article 7.3: CO detector.

There are various options for CO detectors. The most obvious solution is a separate, battery powered CO detector. When determining the correct position, the detector’s manual must be followed. This is due to the fact that the correct position depends on whatever device may produce CO (geyser, furnace, or boiler) and whether the room is used as a bedroom. It is therefore recommended that the installation is left to a specialist. If there is no installation manual/user manual available, the fire service’s recommendations for the installation of CO detectors must be observed

<https://www.brandweer.nl/brandveiligheid/koolmonoxidemelders/meer-info/plaatsingsadvies-co-melder>

### Article 7.4: Smoke detector

Smoke detector location: at least one working smoke detectors must be found in the through space on each floor (hallway, landing, etc.). The smoke detector must have been installed correctly and must be regularly assessed for its function and the condition of its batteries (where applicable).

If the installation manual disputes the aforementioned instruction, the manual’s instructions must be observed. The installation manual must be available for the inspector to review during inspections.

The occupants must be advised of the fact that smoke detectors are there for their safety, and that removing or disabling a smoke detector may be harmful or punishable.

Installation: The smoke detector must be installed at the highest point of the ceiling, at least 50 cm away from any walls. In case of a sloping ceiling, the smoke detector must be installed at least 90 cm from the ridge (see: [www.brandweer.nl](http://www.brandweer.nl) or <https://brandwondenstichting.nl/plaatsingsadvies-rookmelder/>).

Smoke detectors that use the electrical grid must be installed by a technician. Smoke detectors with unremovable batteries or that are connected to the electrical grid are preferred, while noting that such detectors do use a back-up battery which must be assessed regularly. Maintenance: Smoke detectors

require maintenance to prevent false alarms. This maintenance is relatively simple; vacuum the area around the smoke detector at least monthly to remove any dust or cobwebs.

## Appendix 2: Administrative inspection procedure for checking the location list

### Scope

The administrative inspection for companies' 'completeness and accuracy of the locations list' consists of two parts:

- An assessment of the staff administration
- An assessment of the financial administration

For letters (companies not housing their employees), it consists of one part:

- An assessment of the financial administration

In the case of private individuals who have only one location available for rent:

- Checking the object list involved from the Land Registry. This verifies that, in addition to a possible own home, the private individual possesses no more than one object that is made available for letting.

### Period

For both methodologies, the inspection is carried out over the preceding 12 months. The initial inspection covers the previous three months. In the case of an additional administrative inspection following a major deficiency, the period is 6 or 3 months. See the standard or registration regulations.

### Administrative requirements of the company

Scope: The company must have set up its records in such a way that the inspector can establish during the administrative inspection that all locations rented to labour migrants have been entered in the location register

Requirements private with 1 additional location:

- Information from the land registry;
- Insight into bank account(s) into which rental income is deposited and/or maintenance costs are paid from;
- Information on how site maintenance is managed. If this is done in-house then it should be possible to substantiate this with receipts;
- Rental agreements;
- Invoices of costs of property (such as gas/water/light/tv subscription/etc.)

### Householders:

- Invoices for care/use of housing;
- The invoices should be entered into an accounting package (there are free packages and so this does not lead to additional costs);
- At a minimum, the cost of gas/water/lighting/maintenance/ozb (real estate tax) or rent (if applicable) should be disclosed. The administrative inspection will be able to be carried out faster the moment there is a split in the financial records between properties for housing migrant workers and possibly other properties;
- Rental agreements with tenant(s) and/or landlord(s) (if applicable);

- Insight into bank accounts showing income and expenditure for housing;
- Ban on oral rental agreements;
- Information from the land registry.

### **Assessment of staff administration**

**Objective:** obtain location addresses via staff administration, and compare this list to the locations list in the SNF locations registry.

#### **Methodology:**

- The inspector receives an occupancy list containing all names, addresses and start date and (if applicable) end date of occupancy. They should be names of migrant workers for whom the organisation provides/has provided accommodation during the specified period. This list of occupants must either be an export from the company's system or be delivered to the inspector in one Excel file (possibly with several tabs).
- The inspector requests the wage sheet and selects a number (see sample below) individuals who may be presumed to be migrant workers (many SV days, foreign names, etc.).
- The inspector requests a single wage slip for each of the prescribed number of occupants to determine their accommodation address over the period to be assessed.
- The inspector assesses whether this list of occupants is correct using samples from wage administration -> are people with wage deductions listed?
- The inspector compares the addresses obtained via staff administration to the addresses on the housing and locations lists.

#### **Sample**

For organisations with 20 locations or fewer, the residential addresses of 10 individuals are assessed over the assessment period (see period below) using the wage slips. For organisation with over 20 locations, the residential addresses of 20 individuals are assessed.

### **Assessment of financial administration**

**Objective:** find out the addresses of locations through the financial administration and compare them with the location list in SNF's location register.

Interpretation of financial figures, results and key figures is explicitly not part of this audit.

#### **Methodology:**

- The inspector is given access to the chart of accounts, balance sheet or column balance. This concerns the structure including the description of the general ledger accounts. The figures are not relevant and may be omitted or made illegible.
- The inspector assesses balance sheet items such as 'depreciation' or 'rental deposit' that are cause for follow-up questions, and requests additional information with the goal of obtaining addresses.
- The inspector asks follow-up questions (such as into invoices) to assess location addresses housing migrant workers.

**Sample**

Over past years, administrative inspection based on sampling has been shown to be sufficiently reliable. The financial administration assessment uses a sample. The inspector finds the following number of locations in the administration of any company:

Specified locations	Percentage in sample	With a maximum of
1-20 locations	100%	
21 – 50 locations	60%	25
51 – 100 locations	40%	
101 – 200 locations	30%	50
201 – 300 locations	20%	55
301 - 500 locations	15 %	70
>500 locations	10 %	

The inspector has the right to extend the sample and to exceed the maximum number of locations indicated above.

**Supplementary assessment for short stays in hotels, pensions, B&Bs, or recreational homes**

All hotels, pensions, B&Bs and recreational homes used must be listed on the locations list. During the administrative inspection, the inspector performs an additional assessment of hotels, pensions, B&Bs, or recreational homes used by the company. The inspector assesses the period during which this location was rented, and does not only assess whether all locations are (or have been) listed in the registry, but also whether there was valid reason for their (lack of) inspection.

The following provisions apply:

- If a hotel, pension, B&B, or recreational home was used for shorter than four weeks, it does not need to be inspected.
- If a hotel, pension, B&B, or recreational home was used for longer than four weeks, it must have been inspected within 6 weeks of its first use. A hotel, guest house, B&B where all facilities are not available cannot be used for more than 6 weeks. See standard item 2.1

For all locations with residential form 'hotel/guesthouse' that are not inspected, it must be shown that both meals and having laundry done were provided at the expense of the employer/hirer. For this, the inspector will request evidence such as pay slips, receipts, invoices, declarations, etc.

**Shortcomings**

If any location identified is not found on the SNF locations list, this will qualify as a major shortcoming, in accordance with standards descriptions and registration regulations. The inspection will be continued, and the full number of missing locations will be indicated in the report.

## Appendix 3: Hygiene scorecard

Scoring	0	1	2
Mould in bathroom/toilet	No mold	Minor mould on ceiling and other places	Substantial mould
Mould in kitchen	No mold	Minor mould in ceiling and other places	Substantial mould
Condition of kitchen	Good	Moderate	Poor
Condition of bathroom/toilet	Good	Moderate	Poor
Condition of bedrooms (mattresses, curtains, carpeting, overall)	Good	Moderate	Poor
Soiling from poor maintenance	No mold	Moderate	Substantial mould
General hygiene condition of residence	Good	Moderate	Poor

### Item

For one or more items with 2 point	major shortcoming
For a score of 4 points of more	major shortcoming
For a score of 2 or 3 point	minor shortcoming
For a score of 1 point	area for improvement

## Annex 4: Additional information on duty to report

In many cases, the owner/landlord is legally obliged to file a use notification with the municipality about the use of the property he or she makes available for room-wise rental.

In the case of a residential function for room-wise letting with 5 or more residential units, a use notification is mandatory. The Environment Act, Section 6.6 Bbl (like the Buildings Decree 2012) also sets additional fire safety requirements for room-wise occupation of a residential function. There is room-wise occupation if, within a dwelling (independent dwelling with its own access and essential facilities), five or more housing units (one room or system of rooms in use by room residents) are in use. Residential units typically share one or more essential facilities (shower, toilet and kitchen) with other residential units. In such a case, smoke detectors are mandatory in each living area and each enclosed space up to the exit.

The inspection body will check with the inspected company whether this use notification has been made or the fire-safe use environmental permit has been issued. Based on the result, the inspector will inform the company. The following diagram will guide the inspector in this process.

Once the Environment Act and underlying regulations come into force by 1-1-2024, links to the documents with additional information will be reinstated here.

Duty of disclosure & recommendation. The inspection body determines which of the following situations is present at an inspected site.			
Residential units	Form of residence	Compulsory Use Notification	Mandatory Environment permit for fire-safe use (use permit)
< 5 Residential units	A, c, d, e, f (if in use for residential purpose)	No	No
< 5 Residential units	A, c, d, e, f (if in use for residential purpose)	Yes	No

Based on the scheme, the inspection body informs the company about the use notification and/or fire-safe use environmental permit and this legal obligation. This duty to inform includes at least:

- Info sheet Roomwise rental - [Use function: residential function | Information point Living environment \(iplo.nl\)](#)
- Info sheet escape in case of fire - [escape-in-fire-new-building-bbl \(1\).pdf](#)
- Information sheet on environmental permit and notification of use - [Notification of use in Bbl | Environment Information Point \(iplo.nl\)](#)

The inspection body will recommend in writing that the company (a.) still file the use notification with the municipality or apply for an environmental permit for fire-safe use with the municipality.

The inspection body will include a deviation in the report if there is a binding information requirement to file a use notification with the municipality or apply for an environmental permit for fire-safe use with the municipality.

# Annex 5 - Registration housing type in SNF register

This annex indicates by type of housing form:

- Definition
- Correct statement in Informis

## Definition of housing forms

- **A. Regular house:**
  - o A regular residential house or flat in a flat complex/flat.
  - o There is one address per residential house or flat.
  - o 'Residential' zoning
  - o All amenities are in the house.

NB. In some cases, only one room in a regular house is stated by a company.
- **B. Hotel/guesthouse:**
  - o A room(s) in a hotel/B&B/guesthouse without individual facilities.
  - o Overnight stays are free to be booked by third parties, not specifically targeted at migrant housing
  - o The hotel organisation is usually not primarily responsible, the SNF-registered company is primarily responsible for one or more rooms. However, guesthouses/B&Bs are sometimes registered as primarily responsible with SNF by the owner.
  - o Destination is lodging.
  - o SNF only allows temporary stays of up to 6 weeks in such a location if not all facilities (such as fridge, cooking stoves and doing laundry (or having laundry done)) are available.
- **C. Residential units in building complex:**
  - o Studio/unit/room in a complex with common facilities such as laundry, sports or leisure facilities, usually managed by one company.
  - o Location is not freely bookable/rentable by third parties for short periods
  - o Often (but not always) specifically intended for migrant housing possibly in combination with reception of status holders, housing of students.
  - o Destination is usually 'lodging'.
  - o A site that formerly served as a hotel/guesthouse and is now used as a housing location for migrant workers falls under "housing units in a building complex"
  - o A "studio" is a one-room dwelling characterised by the lack of a separate bedroom area. However, the requirements for a sleeping area (standard section 2.3) apply in full to a studio. Usually, a studio will be part of "residential units in a building complex" if there is a single managing company (primarily responsible). In other cases, it can also be a regular dwelling.
- **D. Residential units:**
  - o Chalets/mobile homes, not on a leisure park or campus. Often at agricultural enterprise or at address of regular residence.
  - o Residential or lodging destination
  - o All facilities under one roof.

- **E. Housing on recreation grounds**
  - Houses/chalets/mobile homes on a leisure park
  - Housing can be booked by third parties, not specifically targeting migrant housing.
  - Destination is lodging.
  - All facilities are under one roof, with the exception of the washing machine.
  
- **F. Campus**
  - Site with identical chalets/units (or a few variants) specifically designed for housing migrant workers.
  - Under the management of one manager ((primarily responsible)
  - Destination is lodging.
  - All facilities are under one roof, with the exception of the washing machine.

## Registration in Informis

- **A. Regular house:**
  - Each regular house is a separate address. Possibly with house number addition and/or house number letter.
  - If location is in BAG (*Basic Registration Addresses and Buildings*) then also include within BAG in Informis.
  - With the capacity being the total number of beds at the site.

When renting one room and no primarily responsible party for the whole house.

- Enter address with addition of room number, outside BAG
- As primarily responsible party

When renting one room and no primarily responsible party for the whole house.

- Enter address as the primarily responsible party stated it in Informis (if possible within BAG), with the capacity (number of beds) being rented.
- As AB

- **B. Hotel/guesthouse**

If the owner/manager is SNF-registered though:

- If location is in BAG then also include within BAG in Informis.
- Owner/manager is primarily responsible
- With the capacity being the total number of beds at the site.

When renting one or more rooms from the owner/manager who has registered the entire complex as the primarily responsible party.

- Enter address as the primarily responsible party stated it in Informis
- The capacity (number of beds) being rented.
- Tenant is AB

If the owner/manager is not SNF-registered (\* tenant does not rent the whole site):

- Enter location address outside BAG.
- By the 'tenant' as primarily responsible party
- With the capacity being the total number of beds the primarily responsible party rents.
- In notes the room numbers (if known).

- **C. Residential units in building complex**
  - o Enter address of complex within BAG (if it is in BAG)
  - o Capacity the total number of beds at the site
  - o As primarily responsible party

When renting one or more residential units from the primarily responsible for the entire building complex:

- o Enter address as the primarily responsible party stated it in Informis
- o The capacity (number of beds) being rented.
- o As AB

When renting one or more residential units and there is no primarily responsible party for the whole site:

- o Enter address with addition of room number, outside BAG. For each residential unit separately
- o The capacity (number of beds) being rented.
- o As primarily responsible party

- **D: Residential units**
  - o Each residential unit is a separate address. Possibly with house number addition and/or house number letter.
  - o A residential unit is (almost) never on the BAG register.
  - o If the residential unit is on the site of a house/company building, the house is usually listed in the BAG register. The residential unit must then be entered outside BAG by, for example, "Residential unit 1" as the house number addition. This is to properly distinguish it from the dwelling, which is thus recognisable to the site inspector.

- **E. Housing on recreation grounds**
  - o Each bungalow/chalet/recreational house is a separate address. Possibly with house number addition and/or house number letter.
  - o If bungalow/chalet/recreational house is in BAG then also include within BAG in Informis.
  - o The capacity (number of beds) of the bungalow/chalet/recreational house.

- **F. Campus**
  - o Enter address of complex within BAG (if it is in BAG)
  - o Through the primarily responsible
  - o With the capacity being the total number of beds at the site.

When renting one or more units on a campus from the primarily responsible party (for the entire campus).

- o Enter address as the primarily responsible party stated it in Informis
- o The capacity (number of beds) being rented.
- o As AB

## Annex 6 - Example of (parts of a) information card and evacuation plan

### Mandatory SNF format for information card +

Please note: the information card must be in English and possibly the national language of the residents drawn up)

Information from



Location [*street, house number, suffix*]

<p>Maximum no. of occupants</p> <p>[#]</p>	
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Scan the QR-code for more information about the SNF quality mark for housing migrant workers and location requirements.

English



If the location does not meet SNF requirements, then please inform the manager. If any issues are not resolved, please report your issues to SNF. Fill in the form on the SNF website.

This location has been inspected by SNF inspection institution

[room for the inspecting institution to apply a sticker following inspection]

In case of emergency/ нагту wypadek/ спешен случай

# ONTRUIMINGSPLATTEGROND

u bevindt zich hier

**1e VERDIEPING**

Brandalarmpost	Telefoon voor brandmelding	Eerste hulp kabinet	Reanimatiekoffer (Defibrillator)	Nooduitgang via trap naar beneden
Handbrandblusser	Bij ontzetting is het geboden	BHV kabinet	Nooduitgang via trap naar beneden	
Handbrandbluszer	Bij ontzetting is het geboden	Opgang	Verzamelpaats	Vluchtroute

Tegenover hoofdingang bij de garageboxen

**WAT TE DOEN BIJ ....**

**BRAND**

- » Druk ruitje in van handbrandmelder
- » Bel **112**
- » Meld: • uw naam
- plaats van de brand
- » Sluit deuren en ramen
- » Volg instructies **ONTRUIMING**

**ONGEVAL / LETSEL**

- » Bel **112**
- » Meld: • uw naam
- plaats van het ongeval
- aard van het letsel
- » Laat het slachtoffer niet alleen
- » Geef het slachtoffer geen drinken

**ONTRUIMING**

- » Schakel apparatuur uit
- » Volg de instructies BHV op
- » Verlaat het gebouw rustig, niet rennend
- » Verleen waar nodig hulp
- » Meldt u op de verzamelplaats

## In Case of Fire

Alert others

Use the stairs

Crawl through the smoke

Break the glass

112

Get the fire extinguisher

Do not use use elevator

Do not waste time on social network

## Important phone numbers/ ważne numery telefonów

In case of emergency, call 112

W nagłych przypadkach zadzwoń pod numer 112



When? Kiedy?



Brand  
Fire  
Ogień  
Пожар



Ernstige ongevallen  
Serious accidents  
Poważne wypadki  
Сериозни злополуки



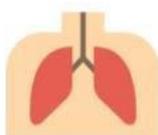
Ernstige verwondingen  
Serious injuries  
Poważne obrażenia  
тежки наранявания



Botbreuk  
Bone fracture  
Złamanie kości  
костна фрактура



Hartinfarct  
Heart attack  
Atak serca  
инфаркт



Ernstige benauwdheid  
Severe Stiffness  
Ciężka duszność  
Тежка задух



Verdrinking  
Drowning  
Тониęcie  
Удавяне



Vergiftiging  
Poisoning  
Zatrucie  
Отравяне

No emergency; Police presence requested?/ Bez nagłych wypadków, tylko policja?

Bel/ Call/ Połączenie/ обадете се:



0900 - 8844

Spoeidpost/ Emergency Post/ Stanowisko awaryjne/ Аварийен пост



(nummer)

('s avond en in het weekend/ in the evening and on weekends/  
wieczorem i w weekendy/ вечер и през почивните дни)

Huisarts/ General Practitioner/ Lekarz ogólny / Общопрактикуващ лекар



(naam en nummer)

(08.00 – 17.00 u)

Beheerder/ Manager/ Kierownik/ Мениджър



(naam en nummer)

## House rules

