



## “HESPA” HUMAN AND ENVIRONMENTAL HEALTH AND SAFETY CENTER

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### BUSINESS SCOPE:

### INSPECTION BODY



HEALTH, SAFETY AND  
ENVIRONMENT

### “HESPA” INSPECTION BODY

in the field of

Occupational and  
Environmental  
Health and Safety

Accredited by

EXECUTIVE AGENCY  
BULGARIAN ACCREDITATION  
SERVICE

with

CERTIFICATE FOR  
ACCREDITATION  
№ 81 OKC issued on  
September 28, 2018,  
valid through  
September 28, 2022

in compliance with

БДС EN ISO / IEC  
17020:2012

### In compliance with:

- ❖ **The Healthy and Safe Working Conditions Law**, State Gazette 124, December 23, 1997
- ❖ **Ordinance № 7** regarding the minimal requirements for occupational health and safety, State Gazette 88, October 8, 1999
- ❖ **Ordinance № 2** regarding Authorization for using buildings in the Republic of Bulgaria and the minimum timeframe for completion of construction works, installations and construction sites, State Gazette 72, July 31, 2003

### ACCREDITATION SCOPE:

**I. Inspection of electrical systems and equipment up to and over 1,000 V:** Insulation resistance; Grounding and lightning-protection grounding installations: underground resistance – transition, soil resistivity.

**II. Inspection of electrical systems and equipment up to 1,000 V:** Phase/guard-wire loop impedance; Protection cut-out switches (Fi switches).

**III. Inspection of personal protective equipment:** insulating rods; measuring rods; insulating pliers; tong testers; voltage detectors; tools with insulating grips; dielectric boots and gloves; rubber dielectric boots and overshoes; dielectric rubber mats and carpet strips.

**IV. Inspection of transformer oil: breakdown voltage.**

**V. Inspection of physical factors on workplace, household and environment levels:**

- **Lighting:** natural and artificial in the workplace and the household
- **Noise in the workplace, the household, and the environment:** Noise level, Equivalent noise level, Daily noise level, Average weekly noise level, Maximum noise pressure level
- **Microclimate in the workplace and the household:** Temperature, Air humidity, Air velocity
- **Electromagnetic fields in the workplace, the household, and the environment:** Electric field intensity, Magnetic field intensity, Magnetic flux density, Power density

**VI. Inspection of physicochemical factors in the workplace – non-toxic dusts in the work zone air:** Respiratory dust concentration; Inhalatory dust concentration

**VII. Inspection of chemical factors in the workplace:** chemical substances in the work zone air

**VIII. Inspection of air-conditioning and ventilation systems:** air velocity, air flow, temperature, relative air humidity

**IX. Inspection of electrochemical protection of metal underground equipment**

**X. Thermographic inspection and analysis** of electrical appliances, machinery and installations

**XI. Inspection of atmospheric air:** dust particles

**XII. Playground safety inspection**

**ENVIRONMENTAL  
TESTING  
LABORATORY**



**HEALTH, SAFETY AND  
ENVIRONMENT**

**“HESPA”  
ENVIRONMENTAL  
TESTING LABORATORY**

in the field of

Environmental  
Health and Safety

Accredited by

**EXECUTIVE AGENCY  
BULGARIAN ACCREDITATION  
SERVICE**

with

CERTIFICATE FOR  
ACCREDITATION  
№ 217 ЛМ, issued on  
September 20, 2018,  
valid through  
September 20, 2022

in compliance with

**БДС EN ISO/IEC  
17025:2018**

**In compliance with:**

- ❖ **The Environmental Protection Act**, State Gazette 91, September 25, 2002
- ❖ **Clean Ambient Air Act**, State Gazette 45, May 28, 1996
- ❖ **Environmental Noise Protection Act**, State Gazette 74, September 13, 2005
- ❖ **Ordinance № 6**, issued on July 18, 2006, on environmental noise components reflecting discomfort levels during the day and at nighttime, environmental noise limit values, and the methods for assessing noise values and their harmful effects on public health
- ❖ **Ordinance № 54**, issued on December 13, 2010, on the activities of the national environmental noise monitoring system and on the requirements for conducting monitoring and provision of information on industrial environmental noise sources
- ❖ **Ordinance № 1** on the limits of allowed emissions of hazardous substances emitted in the atmospheric air from stationary sources, State Gazette 14, June 27, 2005
- ❖ **Ordinance № 6** on the requirements for measuring emissions of hazardous substances emitted in the atmospheric air from stationary sources, State Gazette 34, March 26, 1999
- ❖ **Ordinance № 7** from October 21, 2003, on emission limit values for volatile organic compounds discharged into the atmospheric air as a result of solvent use in installations
- ❖ **Ordinance № 10** from October 21, 2003, on emission limit values (concentrations in waste gases) of sulfur dioxide, nitrogen oxides and total dust concentrations, discharged into the atmospheric air by large combustion installations

**ACCREDITATION SCOPE:**

**I. Environmental noise measurement and assessment:**

- ❖ **Equivalent noise level**
- ❖ **Noise level at the point of impact**
- ❖ **Total sound power level**

**II. Measurement and analysis of emissions of harmful substances emitted in the atmospheric air by stationary sources - chemical agents**

**III. Measurement and analysis of emissions of harmful substances emitted in the atmospheric air by stationary sources - dust particles**

**VI. Измерване Measurement and analysis of electromagnetic fields emitted by artificial sources in the environment.**

## RISK ASSESSMENT



HEALTH, SAFETY AND  
ENVIRONMENT

### RISK ASSESSMENT: OCCUPATIONAL HEALTH AND SAFETY

Risk assessment of the health and safety of employees at the workplace: assessment of occupational activities, workplaces, installations, and business premises

HESPA is qualified to perform risk assessment with

CERTIFICATE  
№ 456 issued on September 29,  
2000  
by  
MINING-GEOLOGICAL  
UNIVERSITY, SOFIA

and

Certified with

QUALITY SYSTEM MANAGEMENT  
CERTIFICATE № 0112  
issued on August 14, 2014  
in compliance with  
BAC EN ISO 9001:2015

## In compliance with:

- ❖ **Healthy and Safe Working Conditions Law**, State Gazette 124, December 23, 1997
- ❖ **Ordinance № 5**, State Gazette 47, May 21, 1999, on the regulations, methods, sequence, and frequency of performing risk assessment

## Risk assessment of employees' health and safety at the workplace, assessment of occupational activities, workplaces, systems and installations, and business premises:

- **PREVENTION plans**: implementation of activities that prevent, eliminate, reduce and control the risks associated with the health and safety of employees, in compliance with the Healthy and Safe Working Conditions Law from 1997
- **PREVENTION activities** geared at maintaining the health and safety of employees
- **Methods and requirements for maintaining healthy and safe working conditions**, work hygiene, and fire safety
- **Objectives, obligations, responsibilities, and workplans of the Occupational Conditions Committee or the Occupational Conditions Group**
- **Work ethics of the company's employees**
- **Description of State requirements for risk assessment legislation**
- **Development of a risk assessment method**
- **Risk identification and assessment according to occupational activity**
- **Risk identification and assessment according to workplace, work zone, work conditions and equipment**
- **CONCLUSIONS on occupational health and safety**
- **Activities for control of occupational risks**
- **Joint development of RECOMMENDATIONS for occupational risks management and control following the Risk Assessment**
- **Assistance with the process of implementing the recommendations outlined by the risk assessment in the shortest timeframe, for preventing, eliminating, reducing and controlling any occupational health and safety risks which impose threats to the health and safety of employees**

**RISK ASSESSMENT:  
EXPOSURE TO LEGIONELLA**



**HEALTH, SAFETY AND  
ENVIRONMENT**

**In compliance with:**

- ❖ The requirements of regulatory authorities, employers and health and safety bodies for conducting assessment of the health risks associated with exposure to the Legionella bacteria and identification, and implementation of protection and prevention measures

**HEALTH RISKS ASSESSMENT: LEGIONELLA BACTERIA IN THE WATER SUPPLY SYSTEM:**

- Water quality regulations
- The Legionella problem – detailed information
- Diseases caused by the Legionella bacteria
- Factors promoting the development of the Legionella bacteria
- Aspects associated with the risk of a Legionella infection
- Identification of potential hazards associated with the water supply system
- Sources of the disease provoked by the Legionella bacteria
- Measures implemented to control identified hazards in the water supply system
- Assessment of the health risks associated with contracting the Legionella infection
- Recommendation of additional measures for risk control and management
- Conclusions on the health and safety of employees and site visitors in respect to the potential risks of a Legionella infection
- Authorities responsible for control and prophylaxis of water within the site's water supply system
- Water supply system: data and plan. Inspection of measured water parameters. Plan of the water supply system from water supply through storage, decontamination and consumption by the end users

**OCCUPATIONAL  
MEDICINE  
SERVICE**



**HEALTH, SAFETY AND  
ENVIRONMENT**

**“HESPA”  
OCCUPATIONAL MEDICINE  
SERVICE**

in the field of  
Occupational  
Health and Safety

Registered with

CERTIFICATE

№ 182 – 1

issued on

May 16, 2008

by

MINISTRY OF HEALTH

and

Certified with

QUALITY SYSTEM  
MANAGEMENT CERTIFICATE  
№ 0112

issued on August 14, 2014

in compliance with

БДС EN ISO 9001:2015

**In compliance with:**

- ❖ **The Healthy and Safe Working Conditions Law**, State Gazette 124, December 23, 1997
- ❖ **Ordinance № 3** on Occupational Medicine Services, issued on January 25, 2008 by the Ministry of Health

**Occupational Medicine Services:**

- Development and introduction of a database of employees' health profiles
- Yearly employee physical health assessment, based on the results of the performed medical exams, the indicators for temporary and permanent disability, and their relevance to the working conditions at the site
- Consulting services following the requirements of the Healthy and Safe Working Conditions Law and Decree № 14 regarding the Occupational Medicine Services in Bulgaria, and development of a comprehensive corporate system for maintaining safe working conditions
- Development of comprehensive risk management and risk prevention plans by employers for purposes of maintaining occupational health and safety
- Assistance of employers in the development of methodologies and implementation of activities for preventing, eliminating, reducing and controlling occupational health and safety risks for purposes of ensuring employees' health and safety at the workplace
- Participation in the meetings of the Occupational Conditions Committee and the Occupational Conditions Group
- Implementation of an occupational health and safety internal audit
- Occupational health and safety consulting services provided to both employers and employees
- Development of a plan for the frequency and administration of mandatory medical exams, in compliance with Decree № 3 published in State Gazette, issue 102 in 1994 (if needed and requested by the employer)

## CENTER FOR PROFESSIONAL EDUCATION



### HEALTH, SAFETY AND ENVIRONMENT

Occupational health and safety  
qualification certificates for electrical  
and non-electrical personnel

Increasing knowledge on  
occupational health and safety  
legislation

Courses on managing occupational  
health and safety

Courses on responsibilities and  
tasks of officials and specialized  
services within companies for  
acquireing skills in organizing and  
implementing occupational risks  
protection and prevention activities

Trainings of representatives of  
Occupational Conditions Committees  
and Groups within companies

Courses on international quality  
standards (ISO standards) for Quality  
Assurance Managers

Financial courses

Courses on developing and  
improving organizational structure,  
cost center structure and  
performance management/bonus  
systems

Courses on implementing business  
systems

#### Credentials

##### CERTIFICATE

№ PA-16-489  
issued on May 22, 2007  
by

MINISTRY OF ECONOMY AND  
ENERGY,  
SOFIA

##### REGISTRATION CERTIFICATE

№ 2530  
issued on May 27, 2009  
by

EXECUTIVE AGENCY CHIEF LABOR  
INSPECTION, SOFIA  
LABOR INSPECTION AGENCY,  
PAZARDJIK

License № 2016121317  
Issued on July 25, 2016 by National  
Agency for Vocational Education and  
Training

##### QUALITY SYSTEM MANAGEMENT

CERTIFICATE № 0112  
issued on August 14, 2014  
in compliance with  
BAC EN ISO 9001:2015

## “HESPA” PROFESSIONAL EDUCATION CENTER COURSES:

- Occupational health and safety certificates for electrical and non-electrical personnel
- Increasing knowledge on occupational health and safety legislation
- Engineering and technical courses
- Health and safety management
- Quality System Management: development, implementation and management of Quality Systems
- Financial management
- Implementing Business Systems, improving organizational structure and procedures

“HESPA” Professional Education Center issues the following documents:

- Health and Safety Qualification Group Certificate
- Certificate for acquiring and improving knowledge on health and safety legislation
- Certificate for vocational education
- Certificate of professional qualification

## In compliance with:

- ❖ Policy for occupational health and safety during work with power intensity not greater than 1,000 V, State Gazette 21, 2005.
- ❖ Policy for occupational health and safety during work with electrical networks in electrical and heating plants and electrical installations, State Gazette 34, 2004.
- ❖ Policy for occupational health and safety during work with non-electrical networks in electrical and heating plants and with hydro and heat transfer installations, State Gazette 32, 2004.
- ❖ Ordinance № 3 on the structure of electrical equipment and electrical transfer installations, State Gazette 90 & 91, 2004.
- ❖ Ordinance № 16 – 116 on the technical exploitation of energy installations, State Gazette 26, 2008.
- ❖ Ordinance № 9 on the technical exploitation of electric plants and installations, State Gazette 72, 2004.
- ❖ Ordinance on the structure, safe usage and technological inspection of equipment under pressure, State Gazette 64, 2008.
- ❖ Ordinance on safe usage and technological inspection of lift equipment, State Gazette, issue 60, 2006.
- ❖ Ordinance on the structure and safe usage of gas pipelines and natural gas installations, State Gazette 97, 2002.
- ❖ Ordinance № 10 for ensuring occupational health and safety during work with electrocars and forklifts, December 7, 2004.
- ❖ Ordinance № 3 on occupational safety and hygiene, and fire safety instruction, State Gazette 44, 1996.
- ❖ Ordinance № 3 on the functions and responsibilities of specialized agencies and employees in coordinating occupational risk prevention activities within organizations, State Gazette 91, 1998.
- ❖ Ordinance № 4 on training Occupational Conditions Committee members, State Gazette 133, 1998.
- ❖ Ordinance № 2 on the minimal requirements for occupational health and safety during construction works, State Gazette 37, 2004.
- ❖ Relevant health and safety or other legislation.

## ADVISORY SERVICES



**HEALTH, SAFETY AND  
ENVIRONMENT**

## OCCUPATIONAL HEALTH & SAFETY ADVISORY SERVICES

### In compliance with:

- ❖ **The Healthy and Safe Working Conditions Law**, State Gazette 124, December 23, 1997
- ❖ **Ordinance № 7** regarding the minimal requirements for occupational health and safety, State Gazette 88, October 8, 1999
- ❖ **Ordinance № 2** regarding Authorization for using buildings in the Republic of Bulgaria and the minimum timeframe for completion of construction works, installations and construction sites, State Gazette 72, July 31, 2003
- ❖ **Ordinance № 3** on Occupational Medicine Services, issued on January 25, 2008 by the Ministry of Health
- ❖ **Ordinance № 5**, State Gazette 47, May 21, 1999, on the regulations, methods, sequence, and frequency of performing risk assessment

"HESPA" Ltd. offers **OCCUPATIONAL HEALTH AND SAFETY ADVISORY SERVICES:**

- ❖ **Health and safety: legislation**
- ❖ **Health and safety: processes, tasks and activities**
- ❖ **Health and safety: documents and records**
- ❖ **Recommendations on measures for eliminating, reducing and preventing occupational health and safety risks and hazards**

## ENVIRONMENTAL PROTECTION ADVISORY SERVICES

### In compliance with:

- ❖ **The Environmental Protection Act**, State Gazette 91, September 25, 2002
- ❖ **Clean Ambient Air Act**, State Gazette 45, May 28, 1996
- ❖ **Environmental Noise Protection Act**, State Gazette 74, September 13, 2005
- ❖ **Relevant Environmental Protection Legislation**

"HESPA" Ltd. offers **ENVIRONMENTAL PROTECTION ADVISORY SERVICES:**

- ❖ **Environmental protection: legislation**
- ❖ **Environmental protection: processes, tasks and activities**
- ❖ **Environmental protection: documents and records**
- ❖ **Recommendations on measures for preventing environmental pollution as a result of occupational activities**
- ❖ **Recommendations on measures for preventing harmful effects on the environment as a result of production of goods and provision of services**



## ADVISORY SERVICES



**HEALTH, SAFETY AND ENVIRONMENT**

## DEVELOPMENT, IMPLEMENTATION, MANAGEMENT AND CERTIFICATION OF QUALITY MANAGEMENT SYSTEMS

### In compliance with:

- ❖ ISO / IEC 17020
- ❖ ISO / IEC 17025
- ❖ ISO 14001
- ❖ ISO 45001
- ❖ ISO 9001

“HESPA” Ltd. offers **QUALITY SYSTEM MANAGEMENT AND CERTIFICATION ADVISORY SERVICES**, in compliance with the requirements for development, implementation, management and certification of Quality Management Systems within organizations:

- ❖ **Quality Management Systems: requirements of Quality Systems Standards**
- ❖ **Quality Systems Standards: required documents, systems and Certificates**
- ❖ **Recommendations for efficient development, implementation and management of Quality Management Systems**

## OUTSOURCING



**HEALTH, SAFETY AND ENVIRONMENT**

“HESPA” Ltd. offers a **COMPREHENSIVE OUTSOURCE SERVICE** which includes implementation of all activities necessary for ensuring occupational health and safety and environmental protection, to assist employers in the processes of establishing proper conditions for health and safety at the workplace and protection of the environment,. Our teams of knowledgeable and experienced engineers, medical doctors, quality management experts, and managers, will make sure the health, safety and welfare of employees and the environment are in good hands.

## SOCIAL RESPONSIBILITY



**HEALTH, SAFETY AND ENVIRONMENT**

“HESPA” Ltd. participates in the management of research projects aimed at enhancing business development and increasing social responsibility in the country. The experts within the Company possess extensive knowledge, qualification and experience in developing and managing research projects and projects aimed at social development, civil society development, and vulnerable groups protection.

„HESPA“ is open to proposals for implementation of joint research projects and management of sustainable social development projects by interested organizations.



**DOCUMENTS AND RECORDS** On the basis of completed educational courses, HESPA issues the following documents which are an integral part of the Quality Management Systems integrated within the company:



**HEALTH, SAFETY AND  
ENVIRONMENT**

- ❖ Certificate for inspection
- ❖ Report on the inspection of electrical, physical and chemical parameters
- ❖ Report on playground safety inspection
- ❖ Report on environmental noise measurement
- ❖ Report on measurement of emissions of hazardous substances emitted in the atmospheric air by stationary sources – chemical agents
- ❖ Report on measurement of emissions of hazardous substances emitted in the atmospheric air by stationary sources – dust particles
- ❖ Report on measurement of electromagnetic fields emitted in the environment by artificial sources
- ❖ Report from the occupational health and safety qualification examination
- ❖ Certificate for occupational health and safety qualification group
- ❖ Report and Certificate for completed training on legislative requirements for occupational health and safety
- ❖ Certificate for vocational education
- ❖ Certificate for professional qualification
- ❖ Risk Assessment Report: evaluating occupational hazards and risks associated with occupational activities, workplaces, systems and installations, and business premises
- ❖ Report on the assessment of health risks associated with exposure to the Legionella bacteria in the water supply system
- ❖ Employee Health Record
- ❖ Report from the assessment of employees' health

## COMPANY INFORMATION



HESPA was established in 1991 as a Laboratory for electrophysics in Bulgaria. HESPA LTD. has developed and expanded its services in the fields of health and safety for decades. The Company is currently a comprehensive CENTER FOR OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY in Bulgaria. The Center is characterized by the highest quality of provided services, as well as exceptional professional attitude, precision and loyalty by its management and expert teams.

“HESPA” Ltd. is specialized in implementing advisory and engineering services on human and environmental health and safety. The Company relies on the extensive knowledge, credentials and experience of its management and expert teams, within the Company’s engineering, medical and advisory departments.

### Structure

The Company’s structure incorporates several Departments:

- ❖ Inspection Body, type “C”
- ❖ Inspection Body, type “A”
- ❖ Environmental Testing Laboratory
- ❖ Risk Assessment
- ❖ Occupational Medicine Service
- ❖ Center for Professional Education
- ❖ Advisory Services
- ❖ Outsourcing
- ❖ Social Responsibility

### Quality Management Systems

The Company has integrated and employs sophisticated Quality Management Systems which conform to the regulations of the following standards:

- ❖ БДС EN ISO / IEC 17020:2012
- ❖ БДС EN ISO / IEC 17025:2018
- ❖ БДС EN ISO 9001:2015

### Team

The employees at “HESPA” Ltd. have the necessary experience, proficiency, technical competence and credentials, professional training, and qualification in the scope of activities offered by the Company. The management and expert teams follow the requirements of the integrated Quality Management Systems. The educational system within the Company guarantees consistent and effective professional training and development of our employees.

### Equipment

Our technical equipment is manufactured by leading European and North American companies. The equipment is calibrated regularly by leading Bulgarian and European organizations, which guarantees accuracy of inspection and traceability to national and European standards.

### Policies, objectives and responsibilities

“HESPA” Ltd. guarantees trustworthy provision of services as well as efficiency and quality of implemented activities. The teams of experts promote the Company’s policy, objectives and responsibilities in respect to quality by adhering to the requirements of the Quality Management Systems, the relevant legislation, the requirements for independence, impartiality and confidentiality, and the requirements for precision and quality.

The Company works with state and private clients while seeking to build their trust. “HESPA” complies with clients’ and partner’s requirements for quality and reliability.