
ORGANISATIONAL PROCEDURE FOR VERIFYING GREEN PASS FOR ACCESS TO WORKPLACES

1. PURPOSE

The purpose of this procedure is to define the methods for checking the Green Pass for access to workplaces, training or voluntary work from 15th October 2021, until the end of the state of emergency, for all persons to whom Decree-Law No. 127/2021 applies.

2. APPLICATION AREA

The procedure is prepared for the application of the provisions of Decree-Law No 127/2021 relating to the verification of the Covid-19 Green Pass for access to the workplace, training or voluntary work, and indicates the operating procedures for those responsible for checking the Green Pass for access to the workplace (training or voluntary work), which may be carried out "at random".

3. DEFINITIONS

- **Interested party:** worker or other person requiring access to the workplace for work, training or voluntary purposes.
- **Supervisor:** a person appointed by the employer to verify Covid-19 Green Pass.
- **Green Certification:** certification in both digital and paper format, containing a two-dimensional barcode (QR Code) and a qualified electronic seal. In Italy, it is only issued through the national platform of the Ministry of Health. The procedures for obtaining Green Certification are set out in Legislative Decree no. 52/2021.
- **Green Pass:** Covid-19 Green Certification.
- **Procedure:** specific methods of carrying out an activity or process.
- **Verifica C-19:** application on Android or IOS systems to verify QR code for Green Pass control.
- **APP:** application downloadable on portable or fixed electronic device.

4. RESPONSABILITIES

- **Employer:** is responsible for the nomination of the Supervisor and the preparation and implementation of this procedure.
- **Supervisor:** is the person in charge of the control activities provided for in this procedure.

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5. METHODS OF DESIGNATION

The person in charge of checking the Green Certification is designated by the employer by means of a formal letter of appointment and corresponding notification.

6. MODES OF CONTROL OPERATION BY THE PERSON IN CHARGE

The control activity shall be carried out by a software application called "Verifica C-19" which guarantees that no personal information is stored on the device.

The operational mode to be implemented must correspond to the following operational indications:

- The supervisor will check 100% of the persons interested continuously, with priority, on arrival, or at random, after arrival, by requesting the QR code (digital or paper) of their Green Pass.
- The supervisor reads the QR code using the "Verifica C-19" App.
- The App will show the following information to the supervisor:

VALID GREEN PASS

- a. **Validity** of Green Certification (Green Pass)
 - b. **Name, surname and date of birth** of the holder
- In order to verify the identity of the person involved, if not personally known, the person in charge may ask for a valid identity document and check the correspondence of the data.
 - In this case, the supervisor will give access to the person interested.

EXEMPTED PERSONS

- The **authorised person** allows access to workplaces to the person concerned who, although not in possession of a Green Pass, has a **medical certificate of exemption from the vaccination campaign** for COVID-19 in accordance with the Ministry of Health's instructions for those exempt from vaccination (art. 1, paragraph 3, and art. 3, paragraph 3, of decree-law no. 127/2021). In particular, the certificate of exemption will contain the following information:
 - ✓ *the identification data of the person involved (name, surname, date of birth);*
 - ✓ *the indication: "subject exempt from SARS-CoV-2 vaccination. Certification valid to allow access to the services and activities referred to in Article 3, paragraph 1, of Decree-Law no. 105 of 23 July 2021;*
 - ✓ *the date of end of validity of the certification, using the following indication "certification valid.until _____"*



- ✓ *data on the Vaccination Service of the Companies and Institutions of the Regional Health Service in which he works as a COVID-19 vaccinator (name of the Service - Region);*
- ✓ *Stamp and signature of the certifying doctor (in digital format also);*
- ✓ *Registration number or tax code of the certifying doctor.*

INVALID GREEN PASS OR WITH DATA DIFFERENT FROM THE ID DOCUMENT

- The authorised person will not grant access to the person involved if the application fails to verify the validity of the Green Certificate presented or if the person involved does not present the Green Pass.
- The authorised person will not grant access to the person involved presenting a Green Pass with personal details different from those indicated in the identity card.
- The supervisor will inform his employer of any negative outcome of the green certification check.

7. OBLIGATIONS AND PROHIBITIONS FOR THE COMMISSIONER

The control officer:

- **must not take:** photographs.
- **must not make:** paper or digital copies of identity documents or Green Certificates (Green Pass).
- **does not retain** any information on verification activities of Green certifications.
- **may not transfer** the assignment, unless authorised by the employer.
- **warns** the employer if he/she finds a situation not covered by this procedure.
- **must not proceed** to verify data other than the identification of persons without valid certification in compliance with the GDPR on Privacy - EU Regulation 2016/679.

8. CONTROL TOOLS

The employer shall make available to the persons in charge the necessary equipment for carrying out the assigned task if the person in charge is not in possession of private equipment for carrying out the activity indicated in this procedure.

9. INFORMATION AND APPLICATION OF THIS PROCEDURE

For any information and operational explanations regarding this procedure, as well as its application, please refer to:

Employer

Giorgio Giorgetti CEO



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