

HSE cards in building and construction

All those who carry out work on building and construction sites, including both Norwegian and foreign workers, must have an HSE card. The HSE card identifies the enterprise you are working for and who you are. The HSE card helps to provide a better overview of the organisations present on a building and construction site.



Employer's responsibility to order HSE cards

It is the employer who must ensure that anyone who carries out work on building and construction sites has a valid HSE card.

Ordering HSE cards

HSE cards are ordered via the website: www.hmskort.no

The HSE card is issued by IDEMIA AS on behalf of the Norwegian Labour Inspection Authority and NOK 131.56 including VAT + shipping costs.

When an employee leaves, their HSE card must be handed back and registered as blocked on [the website](#) for ordering HSE cards. To avoid misuse, the card must then be sent to the card issuer IDEMIA to be destroyed.

The HSE card shows which enterprise you work for and must be returned to the employer at the end of the period of employment. If the card is lost or stolen, the employer must register the card as lost and order a new card. If the lost card is found after a new card has been issued, the lost card must immediately be sent to IDEMIA for destruction.

Where the task of ordering HSE cards is delegated to someone outside the enterprise, the employer must provide a power of attorney. The power of attorney should also clarify who is to register HSE cards that have been blocked/lost. A power of attorney template can be found here:

Note that the HSE card number must be added to the overview list of people carrying out work at the construction site, see [Section 15 of the Construction Client Regulations](#).

Who checks HSE cards?

The Norwegian Labour Inspection Authority and the Petroleum Safety Authority Norway supervise the scheme.

When at a building and construction site, employees must wear their HSE card so that it is clearly visible. Upon request, the card must be shown to:

- the Norwegian Labour Inspectorate, the Petroleum Safety Authority Norway, the Norwegian Tax Administration and the police.
- safety representatives and regional safety representatives
- construction clients, construction clients' representatives
- coordinator for health, safety and environment (in accordance with the Construction Client Regulations)
- the company responsible for coordinating safety measures (pursuant to [Section 2-2 of the Working Environment Act](#))

Penalties for missing or invalid HSE cards

An employer or sole proprietorship which does not have an HSE card for its employees or itself will be ordered to obtain such cards by the Norwegian Labour Inspection Authority during an inspection. If the employer or sole proprietorship fails to comply with the Norwegian Labour Inspection Authority's order, operations may be suspended by the Norwegian Labour Inspection Authority until HSE cards have been obtained. The Norwegian Labour Inspection Authority can also impose a penalty for such violation. Particularly serious cases will be reported to the police.

Employers and sole proprietorships may be penalised if HSE cards are transferred to others.

If the period of employment or enterprise ceases or the card's period of validity expires, the card will be invalid and must not be used. The employer must ensure that the HSE cards is sent to IDEMIA for destruction. The Norwegian Labour Inspectorate, the Petroleum Safety Authority Norway, the Norwegian Tax Administration and the police are entitled to seize invalid cards.

Employees must be provided with new HSE cards if a company is bought out, merges with another company, or changes organisational form. Each employee's photograph, signature and identification must then be resubmitted.

Can an employee start work before they receive their HSE card?

All those who work at building and construction sites must have a valid HSE card. There is no ban on working during the application period until the HSE card has been received, but the employer must be able to document that the HSE card has been ordered. Before the HSE card is received, the worker at the building and construction site must be able to document which enterprise he/she is working for. Such documentation may, for example, be a contract of employment or confirmation that the HSE card has been ordered. Provided the registration obligations are fulfilled, the enterprise should receive the HSE card within one week of ordering.

For some types of employment, an employer can order HSE cards before employment commences. Note that the contracting authority can impose stricter requirements than those in the regulations through its own requirements in contracts. They can thus require that all employees have HSE cards when starting work at the building or construction site. The Norwegian Labour Inspectorate has no authority in respect of such contracts. This is a matter between the contracting authority and the contractor.

What is a building and construction site?

The requirement for HSE cards applies to all building, construction and installation work, as well as corresponding work in the consumer market. The requirement also applies to corresponding work in the consumer market.

Work at construction and building sites which requires an HSE card:

- erection of buildings
- interior fitting, decoration and installation work
- installation and removal of prefabricated elements
- demolition, dismantling, alteration and commissioning
- cleaning and maintenance
- general building operations, such as tunnels and bridges
- excavation, blasting and other groundworks
- other work carried out in connection with building and construction work (for example, a temporary workshop for the maintenance of machinery at the building or construction site)

Alteration of existing buildings and HSE cards

The requirement for HSE cards also applies to the refurbishment (alteration) of existing buildings. This applies, *inter alia*, to the installation of electrical power supply networks, escalators, air conditioning systems, lifts, etc. which form an integral part of the building.

The replacement and maintenance of production facilities and industrial machinery does not constitute building and construction work. Employees whose duties are confined to this area do not need an HSE card.

HSE cards are not required in fixed, permanent enterprises that carry out building and construction work. For example, shipyards and factories that produce prefabricated houses are not covered. There is also no requirement for HSE cards for snow clearance on roads outside building and construction sites.

Who must have an HSE card?

All employees that carry out work on building and construction sites, including:

- Foreign employees employed by foreign companies on assignments at building and construction sites in Norway. This also applies to short-term assignments.

- Sole proprietorships (including those who run the proprietorship alone).
- Hired workers. It is the staffing enterprise (the employer) who is responsible for ensuring that these workers are provided with an HSE card.
- Employees who perform support functions such as canteen operation when they are permanently established outside the site perimeter. Cleaners must have HSE cards for cleaning companies instead of HSE cards for the building and construction industry.
- People who regularly transport goods to building and construction sites.

Not everyone who undertakes work experience or training on a construction site needs to have an HSE card:

The HSE card scheme and work related to training

For the HSE card scheme, the following applies to work related to training and work experience:

- Pupils in primary and lower secondary school or upper secondary education who have work placements in companies under the auspices of the school are not considered to be employed by the company. They cannot therefore have HSE cards and must instead have a confirmation from the school.
- Persons on different deployment measures financed by NAV (formerly called apprentices on NAV initiatives) are not considered to be employed by the company. They cannot therefore have HSE cards and must instead have a confirmation from NAV.
- Apprentices on standard apprenticeship agreements are considered to be employed by the company. They must therefore have HSE cards. The company must register them in NAV's Aa register, and they can then apply for HSE cards for the apprentices in the usual way. Apprentices are covered by the Working Environment Act's health, safety and the environment regulations.

Workers who are employed by several enterprises must have an HSE card for each enterprise.

Conditions which must be met before an enterprise can order HSE cards

The enterprise must first create an orderer-ID at hmskort.no. You will need the Norwegian national ID number/D number, a photograph, signature and other valid identification for each employee to order their HSE card. The enterprise and employees must also be registered in the following registers in order to obtain HSE cards.

Register of Legal Entities

All enterprises, both foreign and Norwegian, that carry out commercial activity in Norway must have an organisation number. This also applies to sole proprietorships. Everyone who works in Norway must be employed by an enterprise registered in the Register of Legal Entities.

Registration is carried out by completing the form [Coordinated register notification BR-1010 \(In Norwegian, brreg.no\)](#).

For more information, contact the Brønnøysund Register Centre:

Telephone: + 47 75 00 75 00

Fax: + 47 75 00 75 05

Opening hours: Mon-Fri 8am-3pm

www.brreg.no

Register of Employers and Employees (the Aa Register)

The Aa Register contains an overview of employment relationships in Norwegian enterprises. The register links together employers' organisation numbers and employees' Norwegian national ID numbers or D number. All Norwegian employers must notify the register of their employees, including both Norwegian and foreign employees (via the "[a-melding](#)").

You can order HSE cards for employees who have been registered in advance in the Register of Employers and Employees (the Aa Register). This only applies if it is 30 days or less until the period of employment begins.

Note that even if employer's National insurance contributions are paid for the employees, they must be registered in the Aa Register. This can be done electronically via www.altinn.no.

Owners of shares in a private limited company who receive a salary must also be registered in the NAV Aa Register.

For more information, contact the NAV Aa Register:
Telephone: 400 05 770

Email: nav.registerforvaltning@nav.no

National Registry and the Assignment and employee register

Employees who are to be issued with HSE cards must have either a Norwegian national ID number or a D number.

Norwegian national ID number

A Norwegian national ID number is a numerical code that all registered people resident in Norway must have. Norwegian national ID numbers are generally allocated to people who were either born in Norway or registered as an immigrant in the country.

D number

Foreign workers who come to Norway in order to work are assigned a D-number. The D-number fulfils the same functions as the national ID number of Norwegian citizens. A D-number is assigned when a person applies for a tax deduction card. Applicants must visit a tax office or Service Centre for Foreign Workers (SUA) office in person to have their identity verified.

[See overview of relevant tax offices which carry out ID checks \(skatteetaten.no\)](#)

[See overview of Service Centres for Foreign Workers \(SUA\) offices \(sua.no\)](#)

For D numbers, contact the Assignment and employee register:
Telephone: + 47 51 96 96 00
Fax: + 47 51 96 96 96

Opening hours: Mon-Fri 9am-3pm

Obligation for foreign companies carrying out assignments in Norway to submit reports to the Norwegian Tax Administration

An enterprise that outsources assignments (valued at NOK 20,000) to a foreign company or person resident abroad, must notify the Norwegian Tax Administration's Assignment and Employee Register.

[Read more about the obligation to report information to the Norwegian Tax Administration \(skatteetaten.no\)](http://skatteetaten.no)

For further information contact the Assignment and employee register (OAR) of the Norwegian Tax Administration.

Value Added Tax Register

In order to obtain HSE cards, all enterprises which are subject to value added tax (VAT) must be registered in the VAT Register

Businesses which sell goods or services subject to VAT must notify the county tax office with details of their enterprise. A business must be registered in the VAT Register when its turnover subject to VAT exceeds NOK 50,000 over a 12-month period.

The tax office and the Register of Legal Entities have a registration form (Coordinated register notification).

Registration can also be done at www.altinn.no

The tax office is responsible for deciding whether the conditions for registering in the VAT Register are met. Those who fulfil the conditions for registration will be registered with an organisation number from the Register of Legal Entities.

The Norwegian Labour Inspection Authority's Register for Staffing Enterprises (concerns the hiring out of labour)

Staffing enterprises are companies which are primarily involved in the hiring out of labour in Norway. These enterprises must be registered in the Norwegian Labour Inspection Authority's Register for Staffing Enterprises before they can apply for HSE cards for their employees.

See: [Staffing enterprises](#)

Exceptions which require contact with the Norwegian Labour Inspection Authority before HSE cards can be ordered

In some cases, an enterprise should not enrol employees in the Aa Register or register the enterprise in the VAT Register. In such cases, the enterprise will be automatically rejected when it applies for HSE cards. In order for applications to be successful in these cases, information must be entered in a register administered by the Norwegian Labour Inspection Authority.

See what documentation should be sent to the Norwegian Labour Inspection Authority when applying for HSE cards for these exceptions:

Exceptions regarding NAV's Aa Register

Spouse of owner of a sole proprietorship

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- name and Norwegian national ID number (11 digits) of the spouse
- organisation number of the sole proprietorship
- copy of the marriage certificate or the part of the tax return showing that the spouses are taxed together
- orderer ID from the card issuer IDEMIA

Partners in partnerships with joint liability (DA) and partners in general partnerships (ANS)

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- name and Norwegian national ID number (11 digits) of the partner
- organisation number of the DA or ANS
- either a transcript from the Register of Legal Entities and the Register of Business

Enterprises or a certificate of incorporation from the Register of Business Enterprises stating the names of the partners in the partnership

To obtain a transcript from the register:

See the "Registry transcript" information on this page: [Information about our products](#) (In Norwegian only, brreg.no)

Owners of shares in a private limited company who do not receive a salary from the enterprise

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- Name and Norwegian national ID number (11 digits) of the owner
- Organisation number of the company

Note that a chairman of the board who is not an employee of the enterprise cannot create an orderer ID and be registered as orderer of HSE cards on behalf of the enterprise. If the external chairman of the board is in need of an HSE card, an exception to the registration obligation in the NAV Aa Register can be granted.

Employees participating in permanent adapted work through NAV

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- Documentation from NAV with name and the Norwegian national ID number (11 digits)
- Organisation number of the company

Submitting information for these exceptions

Due to the protection of personal data, this documentation cannot be sent via email.

Send the information by traditional mail:

Arbeidstilsynet
Postboks 4720 Torgarden
7468 Trondheim

Mark the envelope with "HSE card".

Exceptions regarding the VAT Register

Municipal enterprises with institutional sector code 1510

Some municipal enterprises are exempt from the requirement to register for VAT because they carry out activity which is exempt under the VAT Act and associated regulations.

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- organisation number of the municipal enterprise
- a reference to which provision of the VAT Act and associated regulations makes the entity exempt

Hiring out of labour from foreign enterprises which do not have hiring out as an object

This applies to foreign enterprises without a registered business address in Norway that are not staffing enterprises. The enterprise only hires out a small proportion of its workforce to other enterprises in Norway.

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- The Norwegian organisation number of the enterprise
- Transcript of RF-1199, stamped with a code from the Norwegian Tax Administration, or with a receipt from Altinn.
- A copy of the agreement with the hiring Norwegian enterprise, in either Norwegian or English, confirming that there is a hiring relationship between the parties.

See also information about form [RF 1198 and RF 1199 Information about contracts, contractors and employees \(skattetaten.no\)](#)

For further details about RF 1199 contact the Assignment and employee register of the Norwegian Tax Administration:

Telephone: + 47 51 96 96 00

Fax: + 47 51 96 96 96

Opening hours: Mon-Fri 9am-3pm

www.skatteetaten.no

Enterprises which have earned less than NOK 50,000 over a 12 month period

This primarily concerns recently established enterprises and foreign enterprises that have not previously fulfilled the turnover requirement in Norway.

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- Organisation number of the enterprise

If the enterprise is less than six months old, it will be entered in the register without further documentation. Access will be deleted after three months This is because as it is assumed that the turnover requirement of NOK 50,000 for registration in the VAT Register. The enterprise will then be obliged to register in the VAT Register.

In order to be entered in the register, other enterprises must obtain documentation that they have not fulfilled the turnover requirement. The documentation is the "Certificate of tax and value added tax (RF 1316)" form from the tax administration.

Contact the Tax Office for this, or [search for a certificate on the Norwegian Tax Administration's website \(skatteetaten.no\)](#).

The regulations on HSE Cards also apply on Svalbard

The following documentation must be sent to the Norwegian Labour Inspection Authority:

- Organisation number of the enterprise
- Foreign employees must have a D number and be registered in NAV's Aa Register as an employee of the enterprise, or be registered with the Assignment and employee register of the Norwegian Tax Administration

Other enterprises which are not subject to VAT

In order to obtain HSE cards, other types of enterprise which are not subject to VAT must obtain documentation that they are not subject to VAT. Contact the tax office for this.

Submitting information

The information is sent by email to hmskort@arbeidstilsynet.no.

Alternatively, you can send the information by traditional mail:

Arbeidstilsynet
Postboks 4720 Torgarden
7468 Trondheim

Mark the envelope with "HSE card".

Enterprises exempt from VAT registration which can apply in the normal way

Some enterprises which are exempt from VAT registration can apply in the normal way. This applies to:

Enterprises in the public sector

Public sector enterprises not required to register in the VAT Register can apply for HSE cards in the normal way. This applies to enterprises classified under the following sector codes:

Norwegian Public Roads Administration: 6100
Norwegian Directorate of Public Construction and Property: 6100
Norwegian Defence Estates Agency: 6100 6100
Bane NOR: 6100
Municipal authorities: 6500
County councils: 6500

Training offices and stakeholder organisations

Training offices and stakeholder organisations (industry organisations and employer and employee organisations) can apply for HSE cards in the normal way.

Letting and sale of property

Enterprises that let and/or sell their properties can apply for HSE cards in the normal way.

Have you had an application for an HSE card rejected?

The main reasons why applications for HSE cards are rejected are as follows:

Errors in connection with logging on, payment, photos, copies of identification or signature

If you experience problems logging in to www.hmskort.no, with the payment solution or with passport photographs or signatures, contact the card issuer IDEMIA:

IDEMIA Service Telephone:

Telephone: 820 77 306

Open on weekdays:

Between 8.30am and 11am

Between 11.30am and 3.30pm

Calls cost NOK 14 per minute from the moment the service is selected. (Only available from Norway)

During opening hours, www.hmskort.no also has a chat function.

Invalid employment or employment cannot be confirmed

Check whether you or your employees are correctly registered under the appropriate organisation number:

Assignment and employee register (for foreign enterprises):

Telephone: + 47 51 96 96 00

Fax: + 47 51 96 96 96

Opening hours: Mon–Fri 9am–3pm

www.skatteetaten.no

NAV Aa Register (for Norwegian enterprises):

Telephone: 400 05 770

Email: nav.registerforvaltning@nav.no

Opening hours: 09-15

Cannot create an orderer-ID

Check whether the enterprise is registered in the VAT Register. If the enterprise is not subject to VAT, contact the Norwegian Labour Inspection Authority.

The orderer must be an employee of the enterprise they are acting on behalf of. Check that they are correctly registered in NAV's Aa Register.

If the person concerned is not required to register in NAV's Aa Register, contact the Norwegian Labour Inspection Authority.

See above concerning NAV's Aa Register and the VAT Register.

Rights under the Personal Data Act

A key principle in the Personal Data Act is that people must have greater control over information about themselves. This control is partly achieved through a requirement for people to be informed about information which is being held about them, through the right of access to information and through strict requirements regarding when personal data can be used. You have a right to demand that erroneous or incomplete information about you be corrected.

Read more about personal data on the ordering page for HSE cards: [Privacy and terms of use of the service \(hmskort.no\)](#)

Regulations

On HSE cards in the Working Environment Act: [Working Environment Act § 4-1 \(7\)](#)

On HSE cards in building and construction: [Regulations on HSE cards on building and construction sites \(in Norwegian\)](#)

On requirements for recording HSE card numbers in overview lists: [Section 15 of the Construction Client Regulations](#)
