

Consultancy/ Outsourced Management services provider Occupational Health & Safety (OHS) and Emergency Situations (ES)

Catre: AMCHAM Members

De la: Robosto Logistik – Viorel Stoian/ Co-owner

Ref la: Servicii SSM-SU externalizate - digitalizare servicii si documente SSM-SU

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DESPRE **NOI – ROBOSTO!**

<https://www.robosto.ro/>

Operam din 2013 pe piata din Romania, in domeniul managementului externalizat si consultantei in:

1. SSM (Securitate si Sanatate in Munca) – Protectia Muncii, inclusiv gestionarea si urmarirea efectuarii examenelor de medicina muncii de catre angajati;
2. Aparare Impotriva Incendiilor – Situatii de Urgenta (AI – SU),
3. Supraveghere RSVTI a instalatiilor de sub incidenta ISCIR,
4. Verificari PRAM ale prizelor de pamant si circuitelor de protectie/ impamantare.

Lucram de peste 30 de ani in si pentru corporatii multinationale, listate la bursele globale, cunoastem in detaliu spiritul, limbajul, provocarile acestor clienti si avem solutii intotdeauna pentru gestionarea eficace, eficienta si foarte prompta a chestiunilor legate de SSM, SU, RSVTI, PRAM.

In portofoliul Robosto de clienti, corporatii multinationale, se afla: **DELL Technology, SecureWorks (actual Sophos), NTT Data Services, PTC, FunCom Games, Colliers Construction, Vastint, Skanska, Atalian, Novartis, Sandoz, Amgen, Tenneco, TK Elevator, Stromer AG**, insumand peste 4000 de angajati in Romania.

Robosto este **membra a AMCHAM** (Camera de Comert Americano-Romana), **membra a BRCC** (Camera de Comert Britanico-Romana) si **membra a HR Club**.

Robosto este certificata in Managementul Calitatii - ISO 9001, de catre BUREAU VERITAS.

Robosto este prima companie din Romania care a implementat digitalizarea proceselor SSM si SU.

Prin parteneriat strategic cu SIGN NOW, va oferim:

- vizibilitate totala,
- trasabilitate neintrerupta,
- eficienta maxima in producerea si gestionarea fiselor individuale de instruire SSM-SU, inclusiv a documentatiei legal- obligatorii,

prin **cele mai simple procese** de productie, completare si semnare, **cu valoare legala**, reducand semnificativ costurile companiilor cu aceste procese in timp ce am crescut semnificativ nivelul de compliance, pentru managementul companiilor.

Robosto va pune la dispozitie platforma proprie de e-learning extrem de eficace si moderna, care:

- va va ajuta sa puneti , in mod flexibil , o multitudine de tipuri de materiale de training (si nu numai in domeniile SSM-SU), de la prezentari, la materiale video, la teste, etc. pentru angajati;
- poate fi accesata de fiecare angajat, la propria alegere si planificare, pentru instruire;
- va va oferi vizibilitate totala referitoare la activitatea fiecarui angajat in cadrul platformei, de la momentul accesarii si pana la timpul petrecut pe platforma.

oferta detaliata de servicii in paginile urmatoare!

Consultancy/ Outsourced Management services provider Occupational Health & Safety (OHS) and Emergency Situations (ES)

SUMAR EXECUTIV AL OFERTEI (cu ce va putem ajuta)/ EXECUTIVE SUMMARY OF THE OFFER (how we can help and support)

- 1) **Optimizarea costurilor** companiei dvs prin gestionarea eficace a riscurilor asociate **Sanatatii si Securitatii in Munca (SSM), Situatiilor de Urgenta (SU – PSI)** prin externalizarea managementului acestora catre o organizatie cu anvergura, astfel/ **Optimize your company's health and safety and emergency situations risk management costs** by outsourcing their management to a large-scale organization, as follows:
 - a) Va punem la dispozitie **24/7 flexibilitatea, experienta si cunostintele complementare ale specialistilor** nostri la **nivelul intregii tari**; suntem vorbitori de limba Engleza la nivel profesional; **oferim toate serviciile si in limba Engleza/ We provide 24/7 the flexibility, the experience and the complementary knowledge of our specialists**, at the country level; we speak English on a professional level; we also offer all services in English;
 - b) Vetii avea la orice moment **oamenii si operatiunile aliniate la legislatia in vigoare**, fara sa aveti perioade de timp de neconformitate/ **You will have at all times the people and operations aligned with the legislation in force**, without having any periods of non-compliance;
 - c) In noi vetii avea un partener care va **va reprezenta interesele in mod eficient in fata Autoritatilor** prin increderea castigata pe piata Romaneasca din 2013/ **In us you will have a partner who will represent your interests effectively in front of the Authorities** through the trust gained on the Romanian market since 2013.
- 2) **Cresterea veniturilor** companiei dvs prin/ **Increase your company's revenue** through:
 - a) **Concentrarea organizatiei dvs pe activitatile** la care se pricepe cel mai bine si **care-i aduc valoare operationala si financiara**, lasand activitatile conexe, neproductive, in mana specialistilor nostri/ **Concentrating your organization on the activities it best understands and that bring operational and financial value**, leaving non-productive activities, in the hands of our specialists;
 - b) Noi ne concentram NUMAI pe partea de protectia muncii si situatii de urgenta in relatie cu compania dvs si angajatii companiei dvs, deci focusul in directiile acestea va fi continuu, fara intreruperi; in felul acesta **reducandu-se probabilitatea de scadere a productivitatii** din motive de incidente, controale, etc/ **We focus ONLY on work protection and emergency situations in relation to your company and its employees, so the focus in these directions will be continuous, without interruption, reducing the likelihood of productivity decline due to incidents, controls, etc.**;
 - c) Perceptia pozitiva a angajatilor si mediului extern generata de o companie cu grija fata de integritatea angajatilor atrage dupa sine **o imbunatatire a imaginii brandului, lucru care atrage clienti si angajati de valoare/ Positive perception of employees and the external environment generated by a company observing employees integrity entails an improvement in the image of the brand, which attracts valuable clients and employees.**

**Consultancy/ Outsourced Management services provider
Occupational Health & Safety (OHS) and Emergency Situations (ES)**

OFERTA DETALIATA (ce vom face pt dvs/ DETAILED OFFER (what we will do for you))

I. Categorie Serviciu/ Service Category

A. Securitate și Sănătate în Muncă (SSM)/ Health and Safety at Work

1. Intocmirea/ actualizarea planului de prevenire si protectie bazat pe evaluarea factorilor de risc/ Prepare / update the prevention and protection plan based on the assessment of risk factors;
2. Elaborarea de instructiuni proprii pentru fiecare activitate desfasurata/ Elaboration of safety instructions for each activity;
3. Intocmirea documentatiilor cu caracter tehnic de informare a lucratorilor/ Issuing/drawing up technical documentation for informing the workers;
4. Elaborarea tematicilor pentru toate fazele de instruire, stabilirea periodicitatii adecvate pentru fiecare loc de munca/ Elaborate themes for all phases of training, establishing appropriate training periodicity for each job;
5. Stabilirea, prin decizii scrise, a atributiilor si raspunderilor in domeniul SSM ce revin lucratorilor, corespunzator functiilor executate, care se vor consemna in fisa postului/ Establishing, through written decisions, the duties and responsibilities in the field of H&S that belong to the employees, corresponding to the performed functions, which will be recorded in the job description;
6. Verificarea cunoasterii si aplicarii de catre lucratori a masurilor de SSM/ Checking the knowledge and application of H&S measures by workers;
7. Asigurarea instruirilor lucratorilor in domeniul SSM si verificarea cunostintelor – de cate ori este nevoie, conform legii/ Provide H&S training to employees and verification of their knowledge - whenever needed, according to the law;
8. Elaborarea programelor de instruire si testare la nivelul societatii/ Elaboration of training and testing programs/ planning at the company level;
9. Asigurarea intocmirii planului de actiune in caz de pericol grav si iminent/ Ensure the preparation of the action plan in case of serious and imminent danger;
10. Identificarea zonelor cu risc ridicat si specific/ Identification the high & specific risk areas;
11. Stabilirea zonelor care necesita semnalizare de securitate si sanatate in conformitate cu HG 971/2006/ Identification of areas requiring safety and health signaling according to GD 971/2006;
12. Evidenta meseriilor si a profesiilor, pentru care este necesara autorizarea exercitarii lor/ Evidence of jobs and professions, for which it is necessary to legally authorize their exercise;
13. Evidenta posturilor care necesita examen medical suplimentar/ Evidence of posts requiring additional medical examination;
14. Informarea angajatorului asupra deficientelor constatate in urma auditurilor periodice/ Informing the employer of the deficiencies found during regular audits;
15. Identificarea echipamentelor individuale de protectie necesare pentru posturile de lucru din cadrul societatii in conformitate cu HG 1048/2006/ Identification of the individual protective equipment required for the company's work stations in accordance with GD 1048/2006;
16. Intocmirea deciziilor (actelor de autoritate)/ Making decisions (acts of authority);
17. Asigurarea constituirii Comitetului de Sanatate si Securitate in Munca la nivel de societate/ Ensure the establishment of the Health and Safety Committee at Work at the company level;
18. Intocmirea documentatiei CSSM si raportarea catre ITM a activitatii CSSM conform HG 1425/2006/ Preparation of the Health and Safety Committee documentation and reporting to the relevant state Authority (ITM) of the committee activity according to GD 1425/2006;
19. Prezenta unui reprezentant al serviciului extern si asistenta in timpul controalelor efectuate de

Consultancy/ Outsourced Management services provider Occupational Health & Safety (OHS) and Emergency Situations (ES)

catre autoritati/ The presence of a representative of our company and assistance during the controls carried out by the authorities;

20. Intocmirea raspunsurilor privind masurile impuse de autoritati in urma controalelor efectuate si urmarirea realizarii masurilor dispuse de catre inspectorii de munca/ Elaboration of the responses regarding the measures imposed by the authorities following the checks carried out and the monitoring of the measures ordered by the labor inspectors;
21. Intocmirea registrelor de evidenta in domeniul SSM conform cu legislatia in vigoare/ Establishment of records of OSH records according to the legislation in force.

B. Situatii de Urgenta (SU - PSI)/ Emergency Situations

1. Elaborarea instructiunilor de aparare impotriva incendiilor; inclusiv planurile de evacuare/ Elaboration of fire protection instructions; including evacuation plans;
2. Elaborarea tematicilor pentru toate fazele de instruire, stabilirea periodicitatii adecvate pentru fiecare loc de munca/ Drawing up the themes for all phases of training, establishing appropriate periodicity for each job;
3. Elaborarea programelor de instruire/ testare la nivelul societatii/ Elaboration of training / testing programs at the company level;
4. Asigurarea informarii si instruirii lucratorilor in domeniul Situatiilor de Urgenta (a prevenirii si stingerii incendiilor, protectiei civile, etc.) si verificarea cunoasterii informatiilor primite (instruiri, exercitii, aplicatii, etc); ori de cate ori este nevoie/ Ensuring the information and training of the workers in the field of Emergency Situations (prevention and extinguishing of fires, civil protection, etc.) and verification of knowledge of the received information (training, exercises, applications, etc); as many times as needed;
5. Verificarea cunoasterii si aplicarii de catre lucratori a masurilor de aparare in cazul situatiilor de urgenta; inclusiv organizarea exercitiilor de evacuare/ Checking the knowledge and application by workers of the defense measures in case of emergency situations; including the organization of evacuation exercises;
6. Stabilirea, prin decizii scrise, a atributiilor si raspunderilor in domeniul Situatiilor de Urgenta ce le revin lucratorilor, precum si modul de organizare pentru apararea impotriva incendiilor in societatea dumneavoastra/ Establish, by written decisions, the attributions and responsibilities in the field of Emergency Situations for the workers, as well as the way of organizing the fire protection in your company;
7. Asistenta in cazul controalelor din partea ISU/ Assistance with Authorities controls;
8. Intocmirea raspunsurilor in urma controalelor ale autoritatii de stat competente/ Drawing up of responses following the checks of the competent state authority;
9. Intocmirea, urmarirea masurilor/ actiunilor ce se impun a fi luate in urma constatarilor facute de autoritatile de control – pentru respectarea reglementarilor in domeniu/ Preparation, follow-up of the measures / actions that need to be taken following the findings made by the control authorities - in order to comply with the regulations in the field.
10. Controale trimestriale preventive, raportare neconformitati si vulnerabilitati si intocmire planuri de actiuni pentru reconformare/ Preventive quarterly controls, reporting non-conformities and vulnerabilities and drawing up action plans for reconformity;
11. Management continuu al intregului proces de mentinere a conformarii cu implicarea minima a managementului organizatiei dvs./ Continuous management of the entire process of maintaining compliance with the minimum involvement of the management of your organization;

Consultancy/ Outsourced Management services provider
Occupational Health & Safety (OHS) and Emergency Situations (ES)

C. Evaluarea Factorilor de Risc de accidentare si imbolnavire profesionala (conform art. 7 (4), 12(a), 13(b) din L 319/ 2006)/ Assessment/ identification of Risk Factors for Accidents and Occupational Illness (according to Article 7 (4), 12 (a), 13 (b) of L 319/2006)

1. Identificarea activitatilor specifice, pentru care trebuie evaluarea factorilor de risc/ Identification of the specific activities for which the risk factors must be evaluated;
2. Auditul fiecărei activitati si identificarea riscurilor de accidentare si imbolnavire profesionala, conform cu legislatia in vigoare si cu politicile in domeniul Sanatatii si Securitatii in munca ale Companiei si evidentierea zonelor periculoase (activitatilor) cu risc de accidente si imbolnavire profesionala ridicat/ Audit of each activity and identification of the risks of accident and professional illness, in accordance with the legislation in force and with the policies in the field of Health and Safety of the Company and highlighting hazardous areas (activities) at high risk of accidents and high professional illness;
3. Intocmirea planului masuri de prevenire si protectie in conformitate cu art. 13,lit. b din L 319/2006 si care sa corespunda strategiilor companiei/ Prepare the prevention and protection plan, according to art. 13, lit. b of L 319/2006 and that corresponds to your company's strategies;
4. Monitorizarea realizarii masurilor prevazute in planul de prevenire si protectie/ Monitoring the implementation of the measures foreseen in the prevention and protection plan.

D. Gestionarea si instrumentarea cercetarilor evenimentelor (accidentelor de munca)/ Managing and Investigating Work Events (Accidents at Work)

1. Investigarea circumstantelor si consecintelor accidentelor/ evenimentelor/ Investigating the circumstances and consequences of accidents / events;
2. Intocmirea intregii documentatii in cazul unui accident de munca/ Preparation of the entire documentation in case of a work accident;
3. Rerezentarea in fata autoritatilor/ Representation in front of the authorities.

Consultancy/ Outsourced Management services provider Occupational Health & Safety (OHS) and Emergency Situations (ES)

OFERTA SERVICIILOR

SERVICIILE SPECIALIZATE DE **PRODUCTIE FISE DIGITALE SSM – SU** si **OBTINERE SEMNATURI CU VALOARE LEGALA**, in urma instruirii personalului in domeniile **SSM si SU** *

* SSM – Securitate si Sanatate in Munca; SU – Situatii de Urgenta

Services OFFER

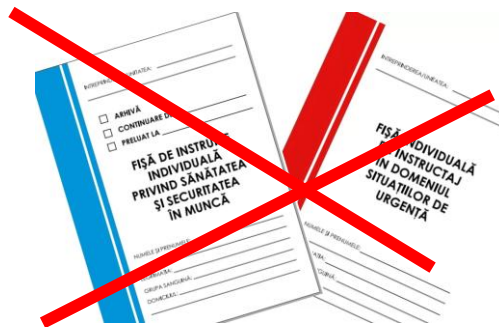
*SPECIALIZED SERVICES FOR PRODUCTION OF DIGITAL OH&S – ES training booklets and OBTAINING LEGALLY VALID SIGNATURES, following staff training in the fields of OH&S and ES **

** OH&S – Occupational Health and Safety; ES – Emergency Situations*

Multumindu-va pentru interesul acordat solutiilor noastre, va rugam sa gasiti mai jos prezentarea noastra de servicii de **digitalizare productie, gestionare si semnare**, cu valoare legala, a **fiselor SSM si SU**, in urma instruirii angajatilor/ *Thanking you for your interest in our solutions, please find below our offer of digitalization of production, management and signing services, with legal value, of OH&S and ES sheets, following the training of employees.*

Pe scurt/ *In a nutshell:*

- Va vom ajuta sa **eliminati complet fisele SSM si SU pe suport de hartie** care, in momentul de fata, se gestioneaza, completeaza si semneaza fizic/ *We will help you to completely eliminate the OH&S and ES individual training booklets on paper, which, at the moment, are managed, completed and signed physically.*



- Acestea vor fi inlocuite de variante digitale, mult mai simplu de gestionat, mult mai sigure, mult mai eficiente/ *They will be replaced by digital versions, much simpler to manage, much safer, much more efficient.*
- Solutia noastra este sprijinita de cadrul legislativ curent/ *Our solution is supported by the current legislative framework.*
- Implementarea serviciului in cadrul organizatiei dvs. se va face intr-o maniera extrem de simpla si rapida, astfel:/ *The implementation of the service within your organization will be done in an extremely simple and fast manner, as follows:*
 - **Nu trebuie sa faceti investitii initiale** in software sau hardware/ *You don't have to make initial investments in software or hardware;*
 - **Angajatii companiei dvs. nu trebuie sa-si creeze (sau sa le fie generate) conturi si credentiale** pe nicio platforma/ *Your company's employees do not have to create (or be generated for) accounts and credentials on any platform;*

Consultancy/ Outsourced Management services provider Occupational Health & Safety (OHS) and Emergency Situations (ES)

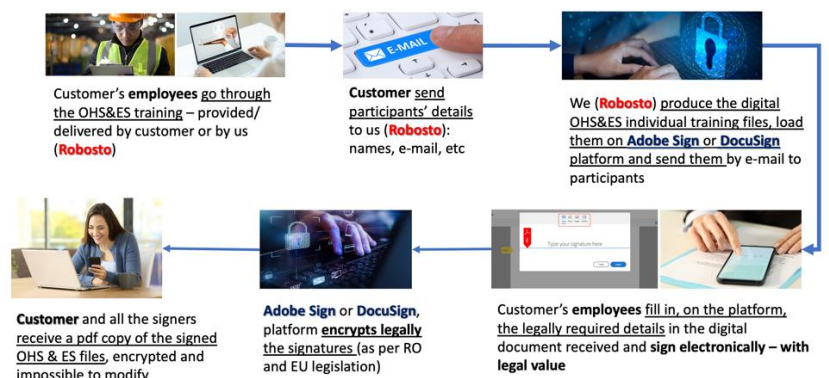
- **Angajatii dvs. nu trebuie sa treaca printr-un training sofisticat** pentru a completa si semna fisele SSM-SU – platforma este foarte intuitiva si indruma in mod automat utilizatorul pas cu pas prin proces/ *Your employees do not have to go through sophisticated training to fill in and sign the OH&S-ES forms – the platform is very intuitive and automatically guides the user step by step throughout the process;*
- **Beneficiile implementarii solutiei noastre vor fi identificate de catre compania dvs. incepand cu ziua implementarii/** *The benefits of implementing our solution will be identified by your company starting with the day of implementation;*
- **Solutie 100% legala;** a se vedea HG 259/ 2022, Art. 1, punctele 5 si 7; L nr. 9/2023, Art. 1, punct 7/ *100% legal solution; see GD 259/2022, Art. 1, points 5 & 7; Law no. 9/2023, Art.1, point 7.*

Mai jos este harta procesului solutiei propuse/ *below the process map of the solution:*

Fluxul de lucru – la client



Business process – at customer level



Consultancy/ Outsourced Management services provider
Occupational Health & Safety (OHS) and Emergency Situations (ES)

CONCRET – ce vom face pentru compania dvs/ what we will do, CONCRETELY, for your company:

- Generare fise digitale SSM , respectiv SU, conform HG1425/ 2006, Anexa 11 si respectiv OMAI712/ 2005 Anexa 1/ Generation of digital OHS and ES individual training booklets, according to GD1425/ 2006, Annex 11 and respectively OIAM712/ 2005 Annex 1;**
- Introducere in fisele SSM-SU de materiale de training / instruire, puse la dispozitie de catre client (text/ poze/ link-uri catre site-uri)/ Insertion, in the OHS-ES booklets, of training materials made available by the client (text/pictures/links to websites);**
 - Additional, la cererea clientului, in fisele SSM-SU se pot integra:/ Additionally, at the customer's request, in the OHS-ES booklets can be integrated:**
 - a. Testele de verificare cunostinte SSM-SU/ *OHS-ES knowledge verification tests;*
 - b. Declaratiile de traseu/ *Declarations of route residence - place of work;*
 - c. Anexe la fisa postului angajatului, cu obligatiile legale ale acestuia , din perspectivele legislatiei SSM si legislatiei SU/ *Appendices to the employee's job description, with his/her legal obligations, from the perspective of OHS and ES legislation;*
 - d. Alte materiale, la alegerea clientului/ *Other materials and documents, at the customer choice;*
- Programare “reminder” pentru semnare fise SSM-SU, catre cei care nu le semneaza in timp/ Schedule "reminder" for signing OHS-ES training files, for those who did not sign them in time;**
- Raportare periodica cu cei care inca nu au completat/ semnat fisele/ Periodic reporting with those who have not yet completed/signed the forms;**
- Indexarea fiselor individuale digitale, completate si semnate (de exemplu: COMPANIA MEA SRL - STOIAN VIOREL - IP AUGUST 2023)/ Indexing of individual digital files, completed and signed (for example: COMPANIA MEA SRL - STOIAN VIOREL - IP AUGUST 2023);**
- Ahivarea fiselor SSM-SU digitale in driver securizat si punerea lor la dispozitia clientului prin link securizat/ Archiving the digital SSM ES files in a secured driver and making them available to the client via a secured link;**

In asteptarea feedback-ului dvs. va ramanem la dispozitie.

Cu stima,

Viorel Stoian