D - BASE Overview flow 'Contractor on site' - for contractors We create chemistry You will receive the service order/contract from the ordering party (BASF procurement department or other contract administrator on the BASF site): this will be See Activity list VCA requirement on BASF website: available as an Order in Pass@ge. In the Order, the Type of Work states the activities your firm will carry out on the BASF site. This determines which safety certificate is required. Companies/BASF-Antwerpen/Working-on-Preparation for use of Pass@ge Send the safety certificate (if applicable) to the ordering party (BASF procurement department or other contract administrator on the BASF site): they will make site/Contractors.html - Step 4 : Required documents sure it will be uploaded into Pass@ge. Establish who in your firm will be responsible for checking in your firm's own employees, subcontractors and their employees (= Contractor Dispatcher(s)). Send the contact details (name and e-mail address) of at least 2 Contractor Dispatcher(s) (including backup) to the ordering party (stated on the order form). - Additional contractor dispatchers can be created by users The ordering party (BASF procurement department or other contract administrator on the BASF site) will ask the login ID for the Contractor Dispatcher(s). (contractor dispatchers) themselves: see FAQ Each Contractor Dispatcher is to receive an e-mail and follow the instructions to activate his/her user. Access to Pass@ge After that, the user (Contractor Dispatcher) will be able to access the Pass@ge application with his/her e-mail address and self-assigned password: https://passage-europe.basf.com. If you engage a subcontractor and the latter is not yet known as a 'company' in Pass@ge, the company will need to be created first. Contractor Link the subcontractor to the order. Make sure you indicate the correct 'Type of work' in doing so. At least 3 - See the Pass@ge Help documentation – Quick Reference dispatcher / BASF Safety / Upload the safety certificate for the subcontractor firm if a safety certificate is required for the 'Type of work' indicated. working Card - Orders heading Subcontracto The approval process for linked subcontractors will be started (the requester must evaluate every subcontractor / BASF Safety must evaluate only if it is - See Activity list VCA requirement days in Requester necessary in accordance with the 'Type of work' indicated). advance Evaluation (if ge applicable Pass@ See list of documents required when checking in on Collect the required details from the employee (name, date of birth, place of birth, expiry date ID card/Passport, etc...) - see list. At least 3 the BASF website: Required documents (basf.com) Register the employee in Pass@ge on the relevant order. Always select the right company for subcontract employees. - See the Pass@ge Help documentation – Quick Reference Contractor Save the preannouncement with 'Save and Launch' in order to make the details available to BASF Site Security. days / no dispatcher / Card - Employees heading · Give the preannouncement printout (or number) to your employee /subcontractor employee. more than 6 Supervisor - To pick up badges in group (15 people or more), please . Inform the employee regarding the documents that need to be shown at the gate (see list) and about the safety instruction to be watched in advance. Employee Check in & Evaluation make an appointment at least 1 week in advance via . The approval process will be started if necessary (the supervisor only needs to approve the employee if the system requires it). advance Going through the safety instruction in advance reduces Use the PAcheck app to check in advance whether all conditions have been met in order for the employee to gain access to the site without problems. At least 1 Contractor's throughput time at the gate. This can be done via the link Watch the safety instruction in advance (https://www.basf.com/be/en/who-we-are/Group-Companies/BASF-Antwerpen/Working-on-site/Safety-instructions.html) working day /subcontractor on the website or by using the PAcheck app (by entering Watch safety Make sure you know in advance where you are expected (plant, block area and who your superintendent is on the BASF site with his/her contact details) in advance Prepa-ration s employee the PA number = PreAnnouncement number) nstruction online in advance

Before

starting

Contractor's

subcontractor

BASF Site

Security

BASF website:

Required documents (basf.com)

Arrival at BASF

suing of badge & access to the BASF site

BASF Site Security will check the documents and the preannouncement. Before A badge will be issued admitting the employee to the BASF site starting New employees are required to be picked up/escorted at the gate on their first day (by the responsible on the BASF-site or delegate from the contractor firm).

Check in at the gate on the BASF site with the preannouncement printout (or at least the preannouncement number) AND your identity card/passport. Make

You will be required to do a safety test (based on the safety introduction you had online). You need to pass this test before being admitted to the BASE

sure you can submit the other mandatory documents if applicable (see list of Required documents (basf.com)).

site. This test is valid for a period of 2 years.

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