

New vehicle access policy at site BASF Antwerp

BASF Antwerp carried out a study on the mobility at and around the site. This showed that the number of vehicle entry permits has risen drastically in recent years. The entry and exit capacity at the gates is often exceeded at peak times, resulting in long waiting times. There is also a strong increase in traffic on the site.

Based on the insights of the study, BASF Antwerp has developed a new access policy for vehicles. One of the spearheads is to stop the structural increase in vehicle access permits.

Who is entitled to a vehicle access permit under the new policy?

Employees of contractor firms can, after approval of the person in charge of the contractor firm, apply for a vehicle access permit in case of functional necessity for

- Light and heavy goods vehicles necessary for the movement of heavy equipment (tools, mounting materials, documents, loading/unloading, ...) such as vans, combi wagons, trucks, tractors, dump trucks, shovels, cranes.
- Vans for passenger transport, with the aim of moving people on the BASF site. **In this category, a quota of a maximum of 1 vehicle access permit per 10 employees per contractor company applies.**
- Supervisory passenger vehicles for work spread across the BASF site. This criterion does not apply to people who work – regardless of where – at fixed workplaces (e.g. work preparation, warehouse). **Also in this category, a quota of a maximum of 1 vehicle access permit per 10 employees per contractor company applies.**

A contractor can also apply for a vehicle access permit:

- For the delivery or collection of material on the site (day-entry permit); the permit must be approved in advance.
- In case of chronic or temporary medical reasons (application and approval by company doctor).

Attention

- Change: For vans for passenger transport and passenger vehicles of supervisors for work spread over the BASF site, a quota of 1 entry permit per 10 employees per contractor company applies.
- Change: You can only request a day-entry permit for bringing / collecting material and the permit must be approved in advance.
- The permit is valid for maximum 1 year. It must be re-applied for annually.

An exception applies to contractor employees with a long-term assignment.

All contractor employees with a long-term assignment on a block field centrally located on the site (*) are entitled to a vehicle access permit (without additional approval from a BASF manager).

(*) *The block fields centrally located on the BASF site (not in the immediate vicinity of the entrance gates) are: A0, A1, B1, C1, E100, E200, E300, E400, F200, F300, F400, G200, G400, G500, G600, G900, H100, H200, H300, H400, H500, H600, J500, K700*

Attention

- Site security does not issue entry permits on its own initiative. Not even for contractor employees who are entitled to it. Every contractor employee can, after approval of the person in charge of the contractor company, apply for a vehicle access permit individually via the new digital tool.
- Each holder of a permit is responsible for passing on changes and for timely renewing the application.
- The permit is valid for maximum 1 year. It must be re-applied for annually.

For other contractor employees with a long-term assignment, a vehicle access permit can be granted via approval:

- Due to chronic medical reasons (application and approval by company doctor)
- Because of functional necessity

Exceptionally, a temporary permit can be applied for via approval:

- In case of temporary medical reasons (application and approval by company doctor)
- In case of specific, one-off circumstances such as the delivery or collection of material on the site



We create chemistry

How can you apply for a vehicle access permit?

The digital application tool is [available as webtool](#)

Approval and delivery of a vehicle access permit

Applications that do not require approval are automatically approved. Applications that do require an assessment will be forwarded to a BASF approver who will be determined centrally.

The BASF approver is responsible for compliance and follow-up of the policy and critically reviews each request to ensure compliance with the set policies and quotas.

The BASF approver can view and assess the application in different ways:

1. the approver receives an e-mail with every request and can approve or reject from the e-mail and motivate why
2. the approver receives a notification via the Microsoft Teams environment and can approve or reject the request from teams and motivate why
3. in de webtool

Each BASF approver has the option to specify a replacement (for a certain period of time).

For each new application, Site Security will check whether there is a driving ban for the requested period. During such a ban, no vehicle access permit can be granted.

After approval of the application, Site Security will issue the permit and the applicant will be notified by e-mail. The vehicle access permit can then be picked up at gate 6.

Where to park off site?

We ask contractor employees who do not have a vehicle access permit and who arrive at the site with their own vehicle to preferably park on block field S200. This is the parking opposite gate 6, on the other side of the Scheldelaan.

Questions?

With questions about the tool, you can contact the colleagues of Site Security at the e-mail address inrijvergunning.antwerpen@basf.com