

BASF Antwerpen N.V. BASF
Antwerpen N.V.
Scheldelaan 600 – Haven 725
2040 Antwerpen

January 12th, 2016

Subject: Important message on usage of parking (gate 6), check-in and safety requirements

Dear carrier,

Since last year we have seen an increase in the number of violations of our site rules by drivers. Therefore, we write you this letter to clearly remind you of these rules and request you to bring these rules again under the attention of the drivers you assign to execute transports to and from our site in Antwerp. In 2016 we will sharpen our controls to the adherence of these rules and impose sanctions where appropriate.

1. Use of parking and check-in

In the past months, a tendency has been noticed that our **parking outside gate 6** is too often used for long term parking of trucks. As a result, these trucks are blocking parking space needed for short term parking during the check-in. The only usage of this parking is for the check-in at E970.

Furthermore, controls pointed out that in numerous cases vehicles loaded with dangerous goods were parked here and that some trucks were even left without driver's supervision. Moreover, we found vehicles which were not executing transport to or from our site parked there.

We want to remind you that:

- 1. On weekdays between 22.30h and 05.00h and during the weekend, only unloaded vehicles with driver's supervision are allowed on our parking lot. In any event, parking of loaded vehicles is always forbidden.**
- 2. The parking can only be used for transports executed for activities on the site of BASF Antwerp (BASF, Styrolution, Eurochem, Solvin, Air Liquide, Solvay Chemie, Evides, Inovyn and Electrabel).**
- 3. The parking outside gate 6 can only be used during the time of check-in.**

In order to speed-up the **check-in process**, we insist that you make sure that the driver you assign to execute the transport, arrives at BASF site with all required information/documents/equipment for check-in:

- the transport number + belonging 3 digit control number (Prüfziffer), as stated on the transport order (E.g. 0500604941 – 622);
- ID card, driver's license & ADR permit; and
- PPE: safety shoes with antistatic soles (EN 345-S2 closed shoes without air holes, electrostatically conductive base, specifically for self-loading type S3); closed clothing (consisting of long trousers and a coat or an overall); safety goggles with side-flaps & safety helmet. Depending on the properties of the chemical product, additional PPE can be required.

2. Safety requirements

A second negative trend is observed in the number of violations of our site rules by drivers resulting in some cases even in a site ban for the concerned drivers.

All site rules are mentioned on the folder drivers receive at check-in (see attachment) and sign for acceptance. Please instruct the drivers once more that **strict compliance with our site rules is required**.

Following are the most important site rules, with direct impact on the safety of all persons present at our site, that are **strictly forbidden on our premises** (also part outside the fence):

- Smoking (except in specific areas which are clearly indicated).
- Passengers (such as children, pets,...) on board. A second driver needs to register at gate 6 with his/her driver's license.
- Not giving way to rail traffic (especially at crossings)
- Trespassing the speed limit of 30 km/h
- Neglecting a stop alarm
- Taking pictures, film and/or make audio or video recordings

We count on your understanding that safety has the highest priority for BASF and that we are obliged to strengthen the controls on our site rules in order to reduce the number of incidents drastically.

In case you require any further clarification, please do not hesitate to contact us.

We want to thank you in advance to take appropriate action to inform your drivers (including your subcontractors) to avoid any further violations and incidents which result in the imposition of sanctions.

Yours sincerely,


BASF Antwerpen N.V.



Koen Raets
Manager Site Security



Tom Van Puijm
Manager Surface Distribution



Monique Daemen
Manager Product Related Procurement

Attachment : Check-in folder with site rules at BASF Antwerpen driver signs for acceptance