Preparation for use of Pass@ge

## Overview flow 'Contractor on site' - for contractors







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 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.

Send the safety certificate (if applicable) to the ordering party (BASF procurement department or other contract administrator on the BASF site); they will make sure it will be uploaded into Pass@ge.

site/Contractors.html - Step 4 : Required documents

Access to 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).
- The ordering party (BASE procurement department or other contract administrator on the BASE site) will ask the login ID for the Contractor Dispatcher(s).
- Each Contractor Dispatcher is to receive an e-mail and follow the instructions to activate his/her user.
- 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.

- (contractor dispatchers) themselves: see FAQ

Evaluation (i applicable)

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.

- Link the subcontractor to the order. Make sure you indicate the correct 'Type of work' in doing so.
- Upload the safety certificate for the subcontractor firm if a safety certificate is required for the 'Type of work' indicated.
- The approval process for linked subcontractors will be started (the requester must evaluate every subcontractor / BASF Safety must evaluate only if it is necessary in accordance with the 'Type of work' indicated).

At least 3 working days in advance

Contractor dispatcher / BASF Safety / Requester

- See the Pass@ge Help documentation Quick Reference Card - Orders heading
- See Activity list VCA requirement

- Collect the required details from the employee (name, date of birth, place of birth, expiry date ID card/Passport, etc...) see list.
- Register the employee in Pass@ge on the relevant order. Always select the right company for subcontract employees.
- Save the preannouncement with 'Save and Launch' in order to make the details available to BASF Site Security.
- · Give the preannouncement printout (or number) to your employee /subcontractor employee.
- · 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.
- · The approval process will be started if necessary (the supervisor only needs to approve the employee if the system requires it).

At least 3 more than 6 advance

Contractor Supervisor - See list of documents required when checking in on

the BASF website: Required documents (basf.com)
- See the Pass@ge Help documentation – Quick Reference
Card - Employees heading

Watch safety nstruction **online** in advance

- 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.
- 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)
- 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)

At least 1 working day in advance

Contractor's /subcontractor s employee

Going through the safety instruction in advance reduces throughput time at the gate. This can be done via the link on the website or by using the PAcheck app (by entering the PA number = PreAnnouncement number)

- 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 sure you can submit the other mandatory documents if applicable (see list of Required documents (basf.com)).
- 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 BASF site. This test is valid for a period of 2 years.

Before starting

Contractor's /subcontractor See list of documents required when checking in on the BASF website: Required documents (basf.com)

site gate & Triage

suing of badge & access to the BASF site

- BASF Site Security will check the documents and the preannouncement.
- · A badge will be issued admitting the employee to the BASF site
- The employee needs to be collected at the gate the first time (by his/her superintendent)

Before starting

BASF Site Security

BAS gate@ the

Prepa-ration