D - BASF 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 available as an Order in Pass@ge. https://www.basf.com/be/en/who-we-are/Group-Companies/BASF-Antwerpen/Working-on-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. 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 sure it will be uploaded into Pass@ge. contract 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 (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.

Subcontractor Linking & Evaluation (if

- See list of documents required when checking in on the BASF website:: https://www.basf.com/be/en/who-weare/Group-Companies/BASF-Antwerpen/Working-on-site/Contractors.html - Access procedure •see the Pass@ge Help documentation – <u>Quick Reference</u> <u>Card</u> - Employees heading

- see the Pass@ge Help documentation – Quick Reference

Card - Orders heading

- see Activity list VCA requirement

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Pass@ge tel. +32 3 5

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Employee Check- in & Evaluation • The approval process will be started if necessary (the supervisor only needs to approve the employee if the system requires it).
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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.

• The approval process for linked subcontractors will be started (the requester must evaluate every subcontractor / BASF Safety must evaluate only if it is

Upload the safety certificate for the subcontractor firm if a safety certificate is required for the 'Type of work' indicated.

Link the subcontractor to the order. Make sure you indicate the correct 'Type of work' in doing so.

necessary in accordance with the 'Type of work' indicated).

Watch safety introduction on line in advance	 Use the <u>PAcheck app</u> 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 introduction in advance (<u>https://www.basf.com/be/en/who-we-are/Group-Companies/BASF-Antwerpen/Working-on-site/Safety-instructions.html</u>) 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 introduction in advance reduces throughput time at the gate. This can be done via <u>the link</u> on the website or by using the <u>PAcheck app</u> (by entering the PA number = PreAnnouncement number)
Arrival at BASF site gate & Triage	 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). 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 work	Contractor's /subcontractor s employee	See list of documents required when checking in on the BASF website: https://www.basf.com/be/en/who-we-are/Group- Companies/BASF-Antwerpen/Working-on- site/Contractors.html - Access procedure

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

At least 3

working

days in

advance

BASF Site Security

Contractor

dispatcher / BASF Safety /

Requester

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patcher / upervisor

& access to the BASF site

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Pass@ge