

English-language

User Manual

PART 1

for

Viewers (Raadplegers)

Contractor Dispatcher (Aanvragers)

M.Collet

Version 2

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2 General

The Contractor Competence Management system, abbreviated from here on in the manual to **BeCon**, is an IT management tool in which contractors' competences are evaluated, validated and stored for subsequent viewing.

Competences include tasks listed in the BeSaCC-SCC Register of Hazardous Tasks, the SSVV Training Guide or equivalent training programmes, as well as BASF internal training programmes.

Contractors are only permitted to carry out these tasks at the BASF if they are in possession of a certificate issued by BeCon, stating the approved competences and their corresponding expiry dates.

This IT tool can be accessed via <https://becon.basf.com/>

A password is required in order to gain access to it. (See [Launching the application](#))

BASF Site Antwerpen - Bekwaamheden contractoren

Overzicht werknemers met bekwaamheden

Aanvragen - Certificaten - Rapporten - Beheer - Help - Afmelden

Zoekresultaten filteren

Naam: Voornaam:

Bekwaamheid:

Bedrijf:

Geboortedatum:

Vervaldatum bekwaamheid van:

Vervaldatum bekwaamheid tot:

Pagina grootte:

Zoek Filter leegmaken

Naam [!]	Voornaam [!]	Geboortedatum	Naam van het bedrijf	Overzicht bekwaamheden	Datum examen	Vervaldatum	
		24-05-1977		Brandwacht (AV 011) Adembescherming autonoom en onafhankelijke (IS 081) Veiligheidstoezicht besloten ruimte IS 007 Evaluatie interventiedienst veiligheidspost	04-09-2016 03-09-2016 03-09-2016 25-08-2017	03-09-2019 02-09-2021 02-09-2019 24-08-2020	Aanpassen
		14-01-1997		Adembescherming autonoom en onafhankelijke (IS 081) Brandwacht (AV 011) Veiligheidstoezicht besloten ruimte IS 007 Evaluatie interventiedienst veiligheidspost	11-04-2016 13-04-2016 13-04-2016 01-04-2016	10-04-2021 12-04-2019 12-04-2019 31-03-2019	Aanpassen
		22-09-1968		Adembescherming NIET autonoom en onafhankelijke (IS 082)	26-03-2014	25-03-2019	Aanpassen
		20-09-1960		Adembescherming autonoom en onafhankelijke (IS 081)	28-05-2013	27-05-2018	Aanpassen
		07-11-1979		Adembescherming autonoom en onafhankelijke (IS 081)	13-03-2015	14-01-2020	Aanpassen
		06-07-1981		Brandwacht (AV 011) Veiligheidstoezicht besloten ruimte IS 007 Adembescherming autonoom en onafhankelijke (IS 081) Evaluatie interventiedienst veiligheidspost	15-02-2017 15-02-2017 12-02-2017 28-02-2017	14-02-2020 14-02-2020 11-02-2022 27-02-2020	Aanpassen

3 Concise overview of the BeCon process

Contractors can submit their employees' competences via BeCon to their contract administrators at the BASF Antwerp Site.

To do so, they need to look up their employees' ID details in BeCon by name or date of birth. The data to be viewed originates from the Pass@ge preannouncement list.

Before they can select subcontractors' employees, they need to indicate first which firms fall under their authority as subcontractors (See [Overview subcontractors / Overzicht subcontractoren](#))

A competence can be chosen from the list provided once the employee has been selected. The next step is to upload a copy of the certificate obtained and send it all on electronically for evaluation. (see [Sub Menu: New Request / Nieuwe aanvraag](#))

The role of the Approver consists of checking whether the certificate of training provided matches the minimum requirements for the BASF site which can be viewed in QHSE Practical Guide 18.06.

Upon evaluation, the requester concerned will receive confirmation by e-mail.

- If approved, it will have a .pdf file attachment containing an overview of all competences which are still valid with their expiry date. A printout of this attachment must be sent to the contractor's employees so they can have it with them at all times and be able to produce it upon request. It is therefore best to cut this pass out and keep it in a small plastic folder (A5 size).
- In the event of rejection, the reason will be stated so as to enable any changes to be made.

All parties will subsequently have access to BeCon to view the data.

This enables lists of available competences to be extracted with their expiry dates for each firm or at an individual level or a new BeCon pass can be printed out in the event of loss or a new work order for example. The new printout will always show the current status.

4 Roles

We have distinct roles in BeCon, each with its own authority.

4.1 Application Owner (Beheerder)

- Tasked with managing the program,
- Role within BASF, can be more than one individual
- Can create partner firms (contract administrators)
- Can submit requests and upload documents (exceptionally)
- Can also take on Reviewer authority.
- Managing and editing the restrictive list of Competences.
- Has read and write rights for all data except that which has been supplied by Pass@ge.
- Extracting reports
- Editing text in automatic e-mails and translating it into all supported languages

4.2 Company Administrator (Beheerder StraPa)

- Role within Strategic Partners
- Can submit requests and upload documents (exceptionally)
- Can also take on Reviewer authority.
- Extracting reports
- The Company Administrator can create new assessors and viewers for his firm

4.3 Reviewer (Beoordelaar)

- Tasked with reviewing and approving or rejecting requests
- Role within the various partners on the site
- Can also carry out Contractor Dispatcher (Aanvrager) duties (exceptionally)
- Has read and write rights in line with requests to be reviewed
- Extracting reports

4.4 Contractor Dispatcher (Aanvrager)

- Tasked with requesting and uploading competences
- Role within contractor firms
- Can be carried out by other roles in exceptional circumstances.
- Has read and write rights for his own employees' data only.
- He can choose competences from the restrictive list, but not edit them.
- Extracting reports

4.5 Viewer (Raadpleger)

- Can submit requests and upload documents (exceptionally)
- Extracting reports
- Cannot review
- Cannot carry out administrative tasks
- Cannot amend an individual's competence data

5 Launching the application

5.1 Logging in

BeCon can be accessed via its direct web address:

becon.basf.com

Or via the link on the BASF start page for contractors.

<https://www.basf.com/be/nl/company/about-us/Group-Companies/BASF-Antwerpen/Working-on-site/Contractors/becon.html>

The program will close automatically after a certain period of inactivity.

A user name and password are required in order to gain access. These will depend on the user's origin.

[English](#) | [Nederlands](#)



Welcome

Please enter your username and password to access the application.

User name	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

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Productie version 0.0.12

BASF employees, Viewer (Raadpleger) or Reviewer (Beoordelaar):

When logging in for the first time, they need to request access via becon.safety@basf.com

They are to provide the following details in this e-mail:

- Reason for wishing to obtain access to BeCon. (E.g. reviewing requests, viewing contractor firm competences in a mentor, work planner, production employee, etc. capacity)
- User code for BASF IT Applications (e.g. 'V' code or user name)

Upon receiving confirmation of approval, they can log in using their own user code and password. (= With which a BASF IT PC can be started up)

Company administrator (Strapa beheerder):

When logging in for the first time, they need to request access via becon.safety@basf.com

They are to provide the following details in this e-mail:

- Name, telephone number, department code

An administrator role will then be created and a user name and password assigned. This can be subsequently changed at will.

Thereafter, the Company Administrator will be able to assign new roles such as Reviewer or Viewer to his staff within his own firm.

Strategic Partner Reviewer (Beoordelaar) or Viewer (Raadpleger):

Use the user name and password they have chosen themselves after having received an initial log-in password from their Strategic Partner Administrator.

Contractor Dispatcher (Contractor Aanvrager):

Has access using a user name and password that has been assigned via Pass@ge in the Contractor Dispatcher role.

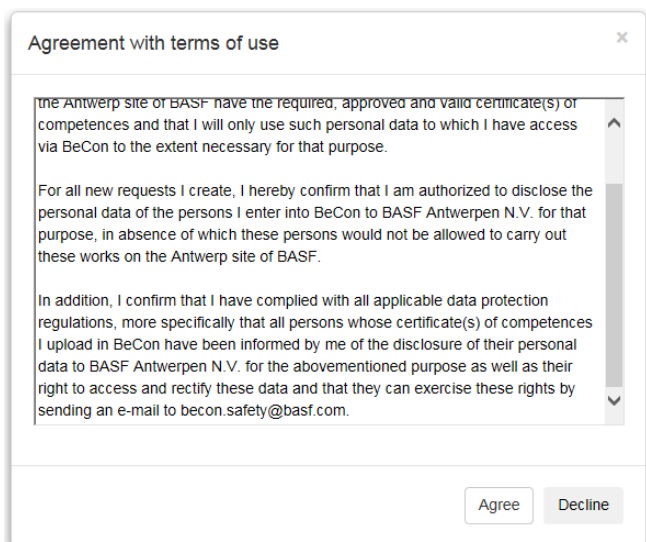
If these tasks, the Preannouncement in Pass@ge and the administration of competences, are carried out by different employees in the organisation, it is best to request an additional password for BeCon via

becon.safety@basf.com

They are to provide the following details in this e-mail:

- Reason for wishing to obtain access to BeCon.
- Surname + first name
- Telephone
- E-mail
- Name of firm + company and/or D-U-N-S number. This must definitely match the data in Pass@ge to which the employee data is linked.

A pop-up will appear on first use which requires acceptance of the user agreement.



Agreement with terms of use

the Antwerp site or BASF have the required, approved and valid certificate(s) or competences and that I will only use such personal data to which I have access via BeCon to the extent necessary for that purpose.

For all new requests I create, I hereby confirm that I am authorized to disclose the personal data of the persons I enter into BeCon to BASF Antwerpen N.V. for that purpose, in absence of which these persons would not be allowed to carry out these works on the Antwerp site of BASF.

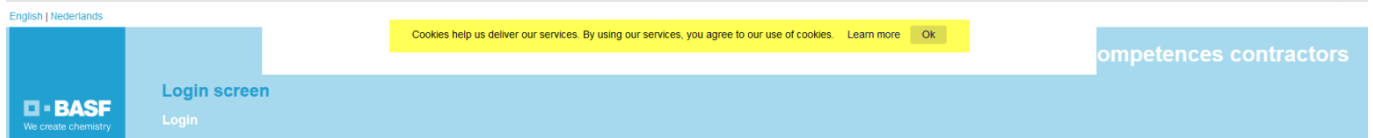
In addition, I confirm that I have complied with all applicable data protection regulations, more specifically that all persons whose certificate(s) of competences I upload in BeCon have been informed by me of the disclosure of their personal data to BASF Antwerpen N.V. for the abovementioned purpose as well as their right to access and rectify these data and that they can exercise these rights by sending an e-mail to becon.safety@basf.com.

Agree Decline

5.2 Privacy protection

Use of BeCon is subject to the law on Privacy. That is why it will need to be stated in the various steps in the application confirmation that this data is only used in the capacity that requires it for proper and secure processing within the BASF site and/or there are contractual links in place with specific firms.

Upon opening the IT application, you will also see a message appear for the use of cookies.

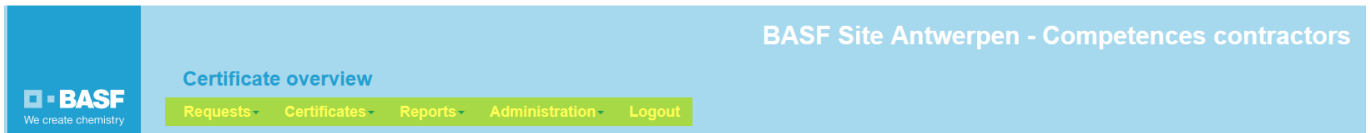


Only the following data will be retained in order to facilitate the use of the program.

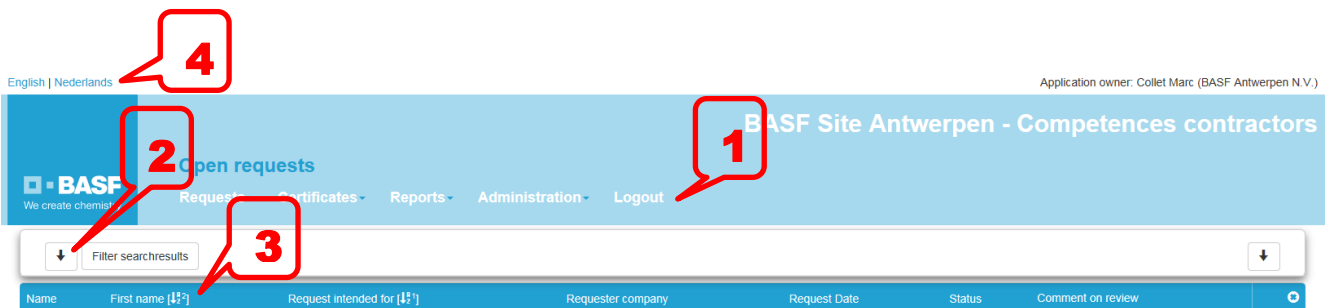
- Last page selected
- Last page selected size
- Last page selected sort order
- Last search criteria used
- Last language used

6 Menu bar and user tips

The make-up of the start-up screen is dependent on the authorities assigned to a role. These are then shown differently in the main menu bar. Clicking one of the main menu items will open a submenu from which one can open the various screens.



However, there are a number of standard make-ups that can be altered in most screens.



1. The menu bar shows the various submenus from which the various applications can be launched according to the user profile.
2. Most pages have a filter option that can be revealed by clicking the down arrow you will find on the left and right under the menu bar.

↑	Filter searchresults	↑			
Name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	▼
First name	<input type="text"/>	Status	Requests to validate	▼	
Page size	10	▼	Search	Clear Filter	

The filter layout will adapt of its own accord according to the page from which it has been launched. Enter one or more parameters and press SEARCH.

To launch a new filter, press CLEAR FILTER.

To close the filter window again, press the up arrow.




NB! The filter will remain active when closing a window and opening it again even though it is not visible. Accordingly, remove the search query if you want to see all the data again.

3. A listing order can be set for each column using the sort function. 

To set a sort filter, you select Name for example. This column will then be sorted from A → Z; click again for Z → A and clicking once more = delete sort filter.

If you click Name first and then Firstname. the surnames will be sorted first in ascending order and secondly the first names.

Clicking the cross on the right in the bar will delete all sort settings. 

4. You can choose between Dutch and English to use the program.

Fields with a red * are required fields.

7 Menu bar: Requests / Aanvragen

7.1 Sub Menu: New request / Nieuwe aanvraag

Request by contractor firm employee

A contractor dispatcher is automatically linked to his firm and only has access to data for employees in that firm.

A check will also need to be made on whether this involves a request for one of the firm's own employees or that of a subcontractor.

If the second option is applicable, the main contractor will be required to state which subcontractor firms it has under its authority. For this, it will need first to select firms that it has under its authority as subcontractors. You can find out how to go about this in the [Overview subcontractors / Overzicht subcontractoren](#) chapter.

Procedure for new competences request.



In the main menu, choose the **REQUESTS / AANVRAGEN** tab and then the **NEW REQUEST / NIEUWE AANVRAAG** subtab

You can now choose from various search options in order to select the employee in question.

E.g. via date of birth or (not 'and') surname only. Accordingly, use the 'and' search term as little as possible. This is to avoid problems searching for names entered incorrectly in Pass@ge in the past. The result will be a list of possible matches from which you can choose.

In the following example, we enter Peeters for instance in our search filter under surname.

We are looking for Johnny Peeters and we also know his date of birth as a second confirmation that we are proceeding with the correct data.

Click Next / Volgende

This results in a long list of Peeterses but we find just two lines in which the first name, date of birth and company name are correct. (The fields in this example have been blacked out).

Name	First name	Date of birth	Is active	Number of competences	Company
<input type="radio"/> Peeters	Johnny	[blacked out]	Yes	2	[blacked out]
<input type="radio"/> Peeters	Johnny	[blacked out]	Draft	0	[blacked out]

One of the two lines indicates that this employee already has 2 competences. This is shown in the Number of competences column and the line is shaded grey.

In addition, we can see that this employee's account is shown as active only on this line. It is therefore clear that we want to proceed with the grey line and this is done by selecting this line by activating the button in front of it and then clicking NEXT below the list.

In other words, if more names meet the search criteria, the choice will depend on the following criteria.

- Selecting the right ID based on name and/or date of birth.
- If there are multiple options, first preference to be given to
 - Is Active = Yes or
 - number of competences > 0

If the choice does not produce any results, then please check the details in Pass@ge as to whether the company name has been entered correctly. (Only the firm's own employees or those of linked subcontractors (see [Overview subcontractors / Overzicht subcontractoren](#)) are shown as a result

If this is not the solution, then please contact becon.safety@basf.com.

Once we have selected the employee, we go to the following page.

BASF Site Antwerpen - Bekwaamheden contractoren

Nieuwe aanvraag

Aanvragen - Certificaten - Rapporten - Beheer - Afmelden

Naam Peeters Johnny

Geboortedatum [blacked out]

Bedrijf van de aanvrager [blacked out] 2

Aanvraag bestemd voor [dropdown menu]

Toe te voegen bekwaamheden

Bekwaamheid naam	Datum examen	Vervaldatum	Bestand	+ Bekwaamheid toevoegen
Opmerking bij verzenden				

Aanvraag verzenden 1 Terug naar overzicht

Vergunde bekwaamheden

Bekwaamheid	Datum examen	Vervaldatum	Bestand
A - Vergunning Verantwoordelijke	20-02-2012	08-02-2017	Overgangsdokument BeCon.pdf
V - Vergunning	20-02-2012	08-02-2017	Overgangsdokument BeCon.pdf

Historiek

Datum	Status	Aanvrager	Opmerking bij verzenden

1. Here we can see which competences our employee already has.
2. First, we select the contract administrator by order of whom the work is being carried out (this can vary in the location where the work is being carried out). This will be BASF NV or one of the Strategic Partners present on site such as Eurochem, Styrolution, etc.
If employees are deployed occasionally with another contract administrator while the main contractor is operating at BASF for instance, these employees may also be submitted via the BASF contract

administrator. It is only in an exclusive contract with one of the strategic partners that they will be chosen as the contract administrator.

- We can use this ADD COMPETENCE / BEKWAAMHEID TOEVOEGEN button to choose the name of the competence to be requested. We are then taken to the following screen.

- You can choose from a list of competences using the pull-down menu
- Enter the date of obtaining the competence. BeCon will then assign an expiry date automatically. If it is non-standard, it can be edited in expiry date.
- Upload a copy of the certificate obtained. Use an application for this that takes up the least possible amount of data, such as a .pdf file
- click OK
- If multiple competences need to be requested for the same employee, we repeat the procedure by pressing ADD COMPETENCE / BEKWAAMHEID TOEVOEGEN once again (3).

If more details are wanted about the various competences to be chosen, they can be called up (and printed out) via Help in the menu bar.

We are then taken to the next screen where all competences requested for this employee are listed for sending.

- In our example we have chosen BASF as the contract administrator.
- and 'Slinging and signalling CRITICAL loads' as the competence. You will notice that an expiry date has been assigned automatically.
- If any errors were to be found at this stage, they can be corrected using EDIT/AANPASSEN or the request can be deleted completely by pressing DELETE/VERWIJDEREN.
- If necessary, additional explanatory text can be added for the reviewer.
- If everything is correct, launch the workflow for evaluation using the SEND REQUEST/AANVRAAG VERZENDEN button.

An e-mail with the decision will be sent to the Contractor Dispatcher once the approver has evaluated the request.

If it is in the negative, the reason for rejection will be explained.

If it is in the affirmative, the pass will be attached, stating all the current competences with their expiry dates. Older competences which are still valid will also be included in the printout such that the latest status is always available.

The employee concerned must have this pass, in A5 format, with him/her at all times and be able to produce it upon request. We recommend cutting it out and keeping it in a plastic sleeve (A5).

Request for new competences by others

All these steps in line with requesting new competences can be also carried out in exceptional circumstances by Viewers/Raadplegers, (Strategic Partner) Reviewers/Goedkeurders or (Strategic Partner) Administrators/Beheerders.



NB!

In view of the fact that the review is to be sent to the contractor dispatcher, it will go to this individual rather than the contractor firm superintendent. **ACCORDINGLY, THIS E-MAIL MUST BE FORWARDED!**

Uploading documents

Copies of the original documents require to be uploaded with the request. Use file types providing a high level of compression for this, such as .pdf files.



NB!

With older training courses there is 10-year timeframe IF a re-evaluation has been carried out by an authorised individual after 5 years. In view of the fact that this evaluation also needs to be uploaded under the same competence heading, the previous one will be overwritten. It is therefore the intention that a file containing both documents should be uploaded. The original certificate of competence and a signed declaration that a re-evaluation has taken place.

7.2 Sub Menu: Request overview / Overzicht aanvragen

This screen shows an overview of requests in progress and their approval status as appropriate.

1. Request status
2. If there are messages stating why a particular request has been rejected, they can be shown here too.
3. These buttons can be used to edit the request based on the reason for rejection or to delete it totally.
4. The filter capability can also be utilised here for longer lists. Open by clicking the arrow.

(4) can also be used via the *Status* field to go back to the past.

7.3 Sub Menu: Overview Employees / Overzicht werknemers

In this screen we can see an overview of **all** employees who belong to a particular company.

1. This choice will be governed by the role of whoever is opening the screen or the choice made via the filter.
2. A number of active (still valid) competences are shown for each employee.
3. A request for a new request / nieuwe aanvraag can also be launched from this screen.

8 Menu bar: Certificate / Certificaten Overview

8.1 Sub Menu: Certificate overview / Overzicht certificaten

In this screen we can see an overview of **all** employees who belong to a particular company and who are in possession of certificates.

1. An overview of valid competences + those for whom the expiry date has expired by up to one year can be shown via 'Detail / Edit'. This line will be shown in red

The example below shows a detailed status as at 3/11/2016. It can be seen that two competences appear in red which means they have expired. The ones at the top and bottom of the list are still valid.

Bekwaamheid	Datum examen	Vervaldatum	Bestand
A - Vergunning Verantwoordelijke	09-02-2015	03-02-2020	Overgangsdokument BeCon.pdf
Aanslaan en uitwijzen NIET KRITIEKE lasten (AV 004 of IS 011)	13-02-2015	29-04-2016	Overgangsdokument BeCon.pdf
Rolbrug kabel -en of afstandsbediening (IS 011) + Aanslagen NIET KRITIEKE lasten	13-02-2015	29-04-2016	Overgangsdokument BeCon.pdf
V - Vergunning	09-02-2015	03-02-2020	Overgangsdokument BeCon.pdf

2. The current status of the pass can be printed out via 'Print competences Pass / Bekwaamheden pas afdrukken'.

9 Reports / Rapporten Menu bar

We can use this menu item to generate general overview lists or select data using specific search filters. There are 3 options below the result to export these lists to another application, thus enabling the data to be printed out or where the data can be worked with.



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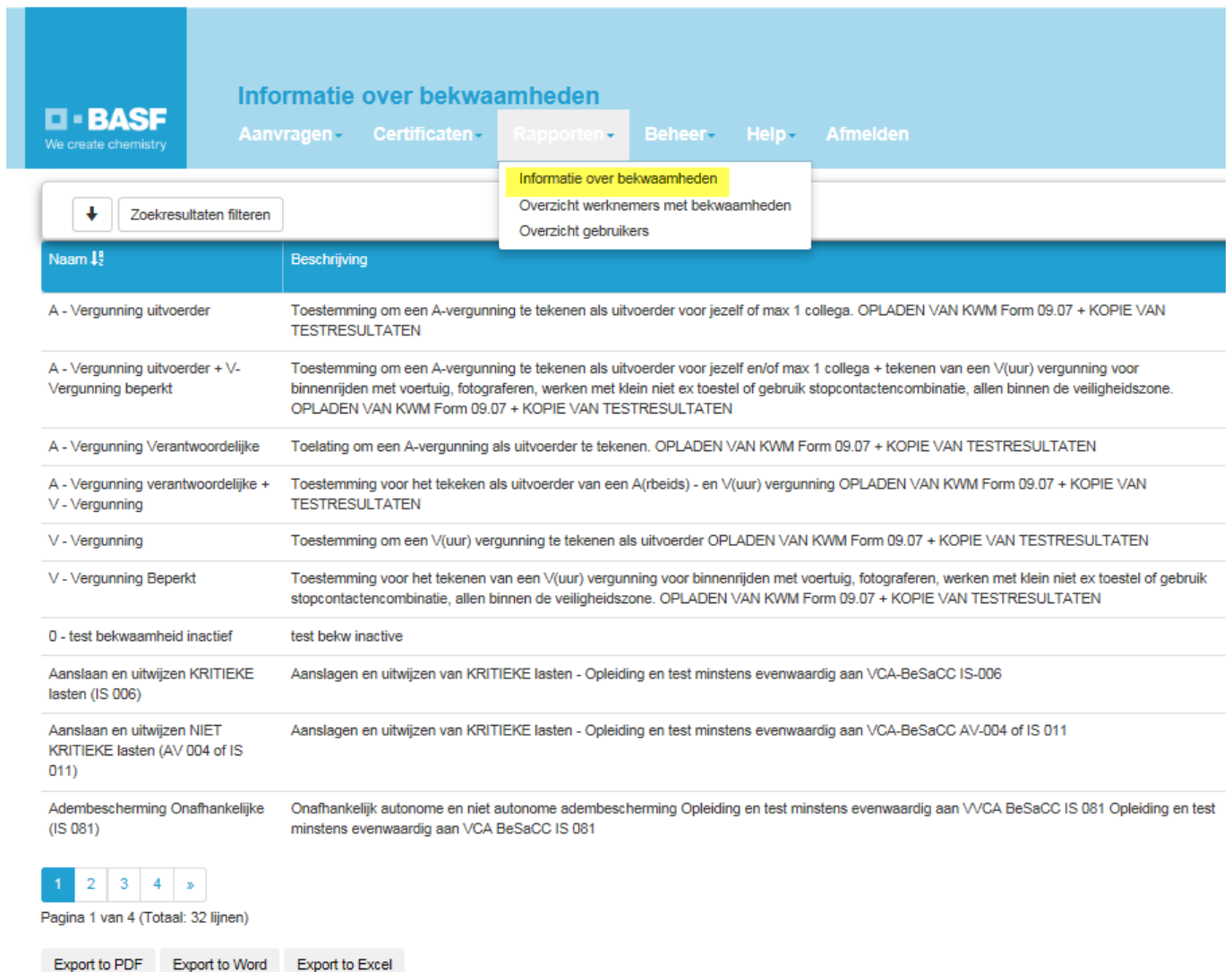
Export to PDF

Export to Word

Export to Excel

9.1 Information about competences / Informatie over bekwaamheden

Shows a list of all competences which can be requested with more information about the content.



Informatie over bekwaamheden

Aanvragen - Certificaten - **Rapporten** - Beheer - Help - Afmelden

Informatie over bekwaamheden
Overzicht werknemers met bekwaamheden
Overzicht gebruikers

Naam !!	Beschrijving
A - Vergunning uitvoerder	Toestemming om een A-vergunning te tekenen als uitvoerder voor jezelf of max 1 collega. OPLADEN VAN KWM Form 09.07 + KOPIE VAN TESTRESULTATEN
A - Vergunning uitvoerder + V - Vergunning beperkt	Toestemming om een A-vergunning te tekenen als uitvoerder voor jezelf en/of max 1 collega + tekenen van een V(uur) vergunning voor binnenrijden met voertuig, fotograferen, werken met klein niet ex toestel of gebruik stopcontactencombinatie, allen binnen de veiligheidszone. OPLADEN VAN KWM Form 09.07 + KOPIE VAN TESTRESULTATEN
A - Vergunning Verantwoordelijke	Toelating om een A-vergunning als uitvoerder te tekenen. OPLADEN VAN KWM Form 09.07 + KOPIE VAN TESTRESULTATEN
A - Vergunning verantwoordelijke + V - Vergunning	Toestemming voor het tekenen als uitvoerder van een A(rbeids) - en V(uur) vergunning OPLADEN VAN KWM Form 09.07 + KOPIE VAN TESTRESULTATEN
V - Vergunning	Toestemming om een V(uur) vergunning te tekenen als uitvoerder OPLADEN VAN KWM Form 09.07 + KOPIE VAN TESTRESULTATEN
V - Vergunning Beperkt	Toestemming voor het tekenen van een V(uur) vergunning voor binnenrijden met voertuig, fotograferen, werken met klein niet ex toestel of gebruik stopcontactencombinatie, allen binnen de veiligheidszone. OPLADEN VAN KWM Form 09.07 + KOPIE VAN TESTRESULTATEN
0 - test bekwaamheid inactief	test bekw inactive
Aanslaan en uitwijzen KRITIEKE lasten (IS 006)	Aanslagen en uitwijzen van KRITIEKE lasten - Opleiding en test minstens evenwaardig aan VCA-BeSaCC IS-006
Aanslaan en uitwijzen NIET KRITIEKE lasten (AV 004 of IS 011)	Aanslagen en uitwijzen van KRITIEKE lasten - Opleiding en test minstens evenwaardig aan VCA-BeSaCC AV-004 of IS 011
Adembescherming Onafhankelijke (IS 081)	Onafhankelijk autonome en niet autonome adembescherming Opleiding en test minstens evenwaardig aan VVCA BeSaCC IS 081 Opleiding en test minstens evenwaardig aan VCA BeSaCC IS 081

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Export to PDF Export to Word Export to Excel

9.2 Sub Menu: Overview employees with competences / Overzicht werknemers met bekwaamheden

This list shows all the firm’s employees who are linked to the enquirer’s profile. The filter function can also be used to process it, enabling the results to be subsequently sent via the buttons below to a different application.

Overzicht werknemers met bekwaamheden

BASF Site Antwerpen - Bekwaamheden contractoren

Aanvragen -
Certificaten -
Rapporten -
Beheer -
Help -
Afmelden

Zoekresultaten filteren

Informatie over bekwaamheden
 Overzicht werknemers met bekwaamheden

↓

Naam

Bekwaamheid

Bedrijf

Pagina grootte

Voornaam

Vervaldatum bekwaamheid van

Vervaldatum bekwaamheid tot

Naam ⁽¹⁾	Voornaam ⁽¹⁾	Geboortedatum	Naam van het bedrijf	Overzicht bekwaamheden	Datum examen	Vervaldatum	
██████████	██████████	██████████	██████████	Aanslaan en uitwijzen NIET KRITIEKE lasten (AV 004 of IS 011)	04-11-2015	10-02-2018	Detail
██████████	██████████	██████████	██████████	Hoogwerker zelfrijdend roterend (IS 005) incl. Schaartr (AV 003)	04-11-2015	31-03-2020	
██████████	██████████	██████████	██████████	Schaartr (AV 003)	04-11-2015	31-03-2020	
██████████	██████████	██████████	██████████	Vorkheftruck - Basis (AV 001)	04-11-2015	14-12-2018	
██████████	██████████	██████████	██████████	Aanslaan en uitwijzen KRITIEKE lasten (IS 006)	17-04-2014	28-11-2018	Detail
██████████	██████████	██████████	██████████	Adembescherming Onafhankelijke (IS 081)	14-04-2014	12-09-2018	
██████████	██████████	██████████	██████████	Aanslaan en uitwijzen NIET KRITIEKE lasten (AV 004 of IS 011)	22-09-2016	01-03-2020	Detail
██████████	██████████	██████████	██████████	Brandwacht (AV 011)	22-09-2016	06-05-2019	Detail
██████████	██████████	██████████	██████████	Veiligheidstoezicht bestelen ruimte (IS 007)	22-09-2016	06-05-2019	
██████████	██████████	██████████	██████████	Adembescherming Onafhankelijke (IS 081)	22-09-2016	06-05-2019	
██████████	██████████	██████████	██████████	Aanslaan en uitwijzen KRITIEKE lasten (IS 006)	30-09-2015	20-03-2017	Detail
██████████	██████████	██████████	██████████	Aanslaan en uitwijzen NIET KRITIEKE lasten (AV 004 of IS 011)	22-04-2013	16-03-2018	Detail
██████████	██████████	██████████	██████████	Hoogwerker zelfrijdend roterend (IS 005) incl. Schaartr (AV 003)	30-01-2015	09-06-2016	Detail
██████████	██████████	██████████	██████████	Schaartr (AV 003)	30-01-2015	09-06-2016	
██████████	██████████	██████████	██████████	Adembescherming Onafhankelijke (IS 081)	26-09-2014	26-05-2018	Detail
██████████	██████████	██████████	██████████	Adembescherming Onafhankelijke (IS 081)	13-03-2015	14-01-2020	Detail
██████████	██████████	██████████	██████████	Aanslaan en uitwijzen KRITIEKE lasten (IS 006)	02-05-2013	09-09-2016	Detail
██████████	██████████	██████████	██████████	Hoogwerker zelfrijdend roterend (IS 005) incl. Schaartr (AV 003)	02-05-2013	09-09-2016	
██████████	██████████	██████████	██████████	Rieschtuck - Gevoerd (IS 002)	02-05-2013	09-09-2016	
██████████	██████████	██████████	██████████	Verreker - Roterend (IS 031)	02-05-2013	09-09-2016	
██████████	██████████	██████████	██████████	Vorkheftruck - Gevoerd (IS 001)	02-05-2013	09-09-2016	
██████████	██████████	██████████	██████████	Adembescherming Onafhankelijke (IS 081)	19-11-2015	07-11-2017	

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10 Administration / Administratie Menu bar

10.1 Sub Menu: Change Password / Paswoord wijzigen

**NB!**

This submenu is only visible if the user has logged in with a role for Strategic Partner employees. Only these employees can change their own passwords.

Contractor employees are to use their Pass@ge password and must go to Pass@ge if they want to change it.

BASF are to use their Novell log-in.

For more information around passwords, see: [Logging in](#)

Wachtwoord wijzigen

Aanvragen - Certificaten - Rapporten - Beheer - Help - Afmelden

Wachtwoord wijzigen

Geelieve een nieuw wachtwoord in te geven om te kunnen inloggen op deze site

Oud wachtwoord

Nieuw wachtwoord

Bevestig nieuw wachtwoord

Wachtwoord wijzigen

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10.2 Overview subcontractors / Overzicht subcontractoren

A main contractor must link its subcontractors first in order to gain access to employee data.

The following screen gives an overview of previously linked firms or enables a new link to be created. Choose the ADMINISTRATION / BEHEER tab from the menu and the OVERVIEW SUBCONTRACTORS / OVERZICHT subtab

On the next page, we press ADD SUBCONTRACTOR / SUBCONTRACTOR TOEVOEGEN

The name of the main contractor is to be chosen in the first field. The subcontractor in the second. A choice can be made here based on the D-U-N-S or VAT number. Only contractor firms logged in via Pass@ge can be chosen. If neither is found, the registration data in Pass@ge will need to be completed or arrangements made to do so.

Once these steps have been completed, the main contractor dispatcher will also be able to select the employees of the subcontractor firm working for it in order to request new or retrieve

existing competences.

11 Help and Log out / Afmelden Menu bar

In the help menu you can find more information about the program as well as a link to the user manual.

You exit the program via *Log out*.



NB! Filters which have been entered will be retained upon closing down and subsequently starting up again. This can save work while you are searching but can also result in you being unable directly to find data again which has been filtered out.

12 FAQ

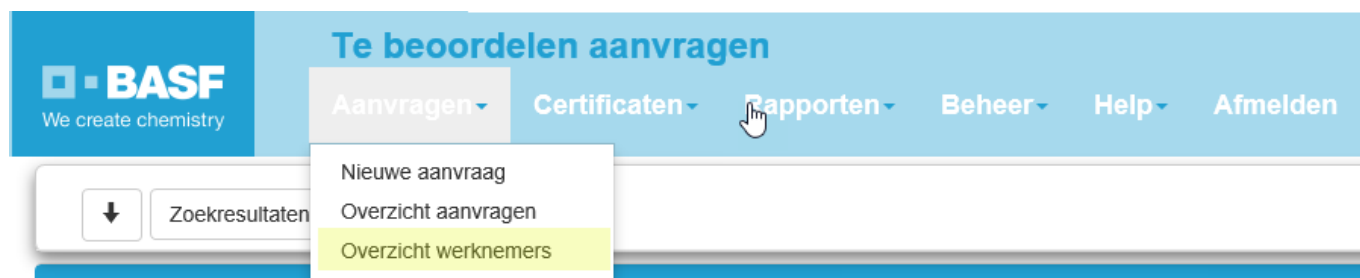
In this chapter we discuss some problems and their solutions which we have gathered from our users.

12.1 I cannot retrieve an employee in order to submit a new request.

This can be due to multiple causes.

Searching in the wrong overview.

There are 2 overview tables in which you can search for employees. (If you have the Contractor dispatcher role, you will only see your own and sub employees). Be aware that they each have a different database as their source. If you fail to use the correct table it may be the case that the employee will not be shown.



The overview of employees provided via 'Request / Aanvragen' lists all employees known in the Pass@ge log-in tool. It does so independently of whether or not they have any competences registered to their name. This is therefore the best way to search for an employee. A new request can be launched directly from this list. Use the 'New Request' option on the right of the record found.

The same table is to be used if you go via *New Request / Nieuwe aanvraag*.



You can search in a list which shows the data already stored in BeCon via 'Certificates / Certificaten' and then 'Certificate overview / Overzicht certificaten'. This means therefore that you can only find employees who already have a competence that has been uploaded to BeCon (or taken over from the old databank).

You have no facilitate for launching a new request directly here, although you can printout existing passes or view detailed data.

Employee is a subcontractor (only applicable for contractor dispatcher).

You are only able to search for employees who come under your own firm.

If it involves subcontractors, a link must be crated first between your (main) firm and the subcontractor firm. Only then will you be able to find these employees in your overviews.

How you need to do this is described in the manual, part 1 10.2 Overview subcontractors / Overzicht subcontractoren

Previous solutions don't work

Then it may be the case that the data provided from Pass@ge to BeCon is incorrect or something has gone wrong in the migration from the old databank.


In that case it is best to contact the prevention department contractor management section or via becon.safety@basf.com

12.2 What if a request is rejected?

If a request is rejected, the reason for doing so will be shown in the e-mail. There are 2 options in this case.

Edit the request.

The reason for rejection is shown, therefore it can be edited as appropriate. E.g. uploading new documents. Go to 'Request / Aanvragen' and then the 'Request overview / Overzicht aanvragen' submenu



BASF Site Antwerpen - Bekwaamheden contractoren

Lopende aanvragen

Aanvragen - Certificaten - Rapporten - Beheer - Help - Afmelden

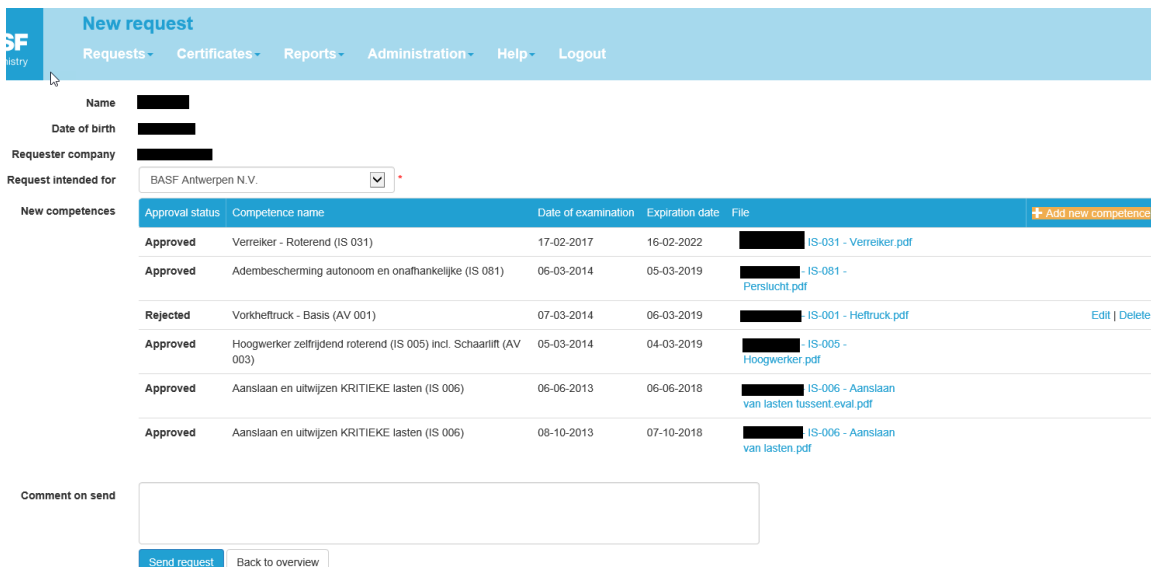
Zoekresultaten filteren

Naam	Voornaam	Aanvraag bestemd voor	Bedrijf van de aanvrager	Datum aanvraag	Status	Aanvrager	Opmerking bij beoordelen	
		BASF Antwerpen N.V.		21-08-2018	Aanvraag afgekeurd		Opgeladen kopie van pas geeft geen duidelijkheid van type opleiding	Aanpassen Aanvraag stopzetten
		BASF Antwerpen N.V.		16-08-2018	Aanvraag afgekeurd		Luik B nog steeds niet volledig ingevuld door W. Verbouw.	Aanpassen Aanvraag stopzetten

You can find all current and completed requests there.

1. The status and any reason for rejection will be shown.
2. 'Edit / Aanpassen' can then be chosen on the right in order to apply changes or *Cancel request / Aanvraag stopzetten* if the request is no longer needed.

In the following example we can see an extensive request in which one line, the lift truck, has been rejected.



New request

Requests - Certificates - Reports - Administration - Help - Logout

Name: [Redacted]

Date of birth: [Redacted]

Requester company: [Redacted]

Request intended for: BASF Antwerpen N.V.

Approval status	Competence name	Date of examination	Expiration date	File	
Approved	Verreiker - Roterend (IS 031)	17-02-2017	16-02-2022	[Redacted] - IS-031 - Verreiker.pdf	
Approved	Adembescherming autonoom en onafhankelijke (IS 081)	06-03-2014	05-03-2019	[Redacted] - IS-081 - Perslucht.pdf	
Rejected	Vorkheftruck - Basis (AV 001)	07-03-2014	06-03-2019	[Redacted] - IS-001 - Heftruck.pdf	Edit Delete
Approved	Hoogwerker zelfrijdend roterend (IS 005) incl. Schaarlift (AV 003)	05-03-2014	04-03-2019	[Redacted] - IS-005 - Hoogwerker.pdf	
Approved	Aanslaan en uitwijzen KRITIEKE lasten (IS 006)	06-06-2013	06-06-2018	[Redacted] - IS-006 - Aanslaan van lasten tussent. eval.pdf	
Approved	Aanslaan en uitwijzen KRITIEKE lasten (IS 006)	08-10-2013	07-10-2018	[Redacted] - IS-006 - Aanslaan van lasten.pdf	

Comment on send

Send request Back to overview

We then click *Edit / Aanpassen* to access the detail screen for that specific request.

Competence detail
×

Competence name	<input type="text" value="Vorkheftruck - Basis (AV 001)"/>	*
Date of examination	<input type="text" value="07-03-2014"/> 7 march 2014	*
Certificate	<input type="text" value="IS-001 - Heftruck.pdf"/>	*
Comment on review	Bewijs van tussentijdse evaluatie na 5 jaar voor te leggen	

If, for instance, a new document needs to be uploaded, you press the 2 arrows. Followed by OK, and then '*Send Request / Aanvraag verzenden*' again

The corrected request will then be resubmitted to the contract administrator's prevention department for approval.

12.3 Deleting the request

It may come about sometimes that the request cannot be edited or becomes redundant. If this is the case, follow the same steps but instead of '*edit / aanpassen*' you press '*Stop request / Aanvraag stopzetten*'



If the '*Request overview / Overzicht aanvragen*' becomes unwieldy you can use the filter to choose what needs to be displayed yourself. It is thus best just to check at regular intervals which requests are still being processed. It may be the case that some will still need to be edited or others can be deleted. By doing so you will keep the list small.

12.4 Maintaining your requests

It may be the case after a while that your overview screen for all your requests (*Requests / Aanvragen Menu* → *Request overview / Overzicht aanvragen*) Submenu will be displaying a great many records, many of which have rejected status.

It is best therefore, in order to maintain the overview, to 'clean up' this list occasionally.

Check whether the requests are still needed, if so, then edit them in order to resend them (see [12.2 What if a request is rejected?](#)).

If it turns out that the request is no longer needed, then delete it. (See [12.3 Deleting the request.](#))

You will find both functions next to the line on the right.

BASF Site Antwerpen - Bekwaamheden contractoren

BASF
We create chemistry

Lopende aanvragen

Aanvragen - Certificaten - Rapporten - Beheer - Help - Afmelden

Zoekresultaten filteren

Naam	Voornaam	Aanvraag bestemd voor	Bedrijf van de aanvrager	Datum aanvraag	Status	Aanvrager	Opmerking bij beoordelen	
		BASF Antwerpen N.V.		23-08-2018	Aanvraag atgekeurd		Zoals je zelf al aangeeft, in deze omstandigheden, attest 5 jaar geldig en dan herevaluatie noodzakelijk, vragen we van zowel dit originele attest + attest van herhaling in't file hier op te laden.	Aanpassen Aanvraag stopzetten
		BASF Antwerpen N.V.		21-08-2018	Aanvraag atgekeurd		Opgeladen kopie van pas geeft geen duidelijkheid van type opleiding	Aanpassen Aanvraag stopzetten
		BASF Antwerpen N.V.		16-08-2018	Aanvraag atgekeurd		Luik B nog steeds niet volledig ingevuld door	Aanpassen Aanvraag stopzetten
		BASF Antwerpen N.V.		14-08-2018	Aanvraag atgekeurd		Luik B niet volledig ingevuld en niet te bereiken om te verifiëren.	Aanpassen Aanvraag stopzetten
		BASF Antwerpen N.V.		10-08-2018	Aanvraag atgekeurd		Bijsgevoegd certificaat kan enkel gebruikt worden voor vorkheftruck basis (AV001), aangezien er niets gespecificeerd staat over inhoud van de gevolgde cursus e.d. Gelieve voor AV001 een nieuwe aanvraag te starten.	Aanpassen Aanvraag stopzetten
		BASF Antwerpen N.V.		09-08-2018	Aanvraag atgekeurd		Gelieve het originele certificaat op te laden.	Aanpassen Aanvraag stopzetten
		BASF Antwerpen N.V.		02-08-2018	Aanvraag atgekeurd		Attest is niet voldoende, opleidingscentrum is niet gecertificeerd voor het lesgeven in deze bekwaamheid	Aanpassen Aanvraag stopzetten
		Styrolution		01-08-2018	Aanvraag verzonden			Detail Aanvraag stopzetten

13 Contact details

If, after reading this manual, you still have questions. then you can always submit them via:

becon.safety@basf.com

or

BASF Prevention department
Contractor Management Section
Building E930

or

Via the secretary's office +32(0)3 561 24 98