

Vehicle access policy for the BASF Antwerp site

How can I apply for a vehicle access permit?

Applicants who do not have access to a BASF device use a form in MS Forms.

Link to the form: [Request vehicle access permit](#)

Screen 1 and 2 of 12

- Choose at the top right whether you want to work in Dutch or in English.
- You will be asked if you are working on a BASF PC. If that is the case, you can switch to another application tool (the PowerApp 'CarPer') on screen 2. The application in the app is easier because many fields are already filled in automatically.

Screen 3 of 12

- In fields 2 and 3 you must enter the name of the applicant: always use the name as stated on the identity card.
- You can specify that you make a request for someone who does not yet have a badge. For example, you can apply for a vehicle access permit before the first working day of a new colleague and it can be picked up together with the badge at the counter.

Please note that this is only possible if the company is already registered with BASF.

- Field 7 (building): Display the name of the building where you will usually be present in five characters: 1 letter and 4 digits. For example, do you work in C710? Then you enter that as C0710.

Screen 4 and 5 of 12

- Here you have to fill in the name of the main contractor. The godfather/sponsor of that company will automatically be appointed as the approver.
- When agreeing, you can indicate that another person must agree with the guidelines. You use this option when you submit a request for someone else (in screen 3 you entered the name of that person). In the next screen you enter the e-mail address of the person who receives an e-mail with the regulations and must pass on an agreement via that way. As long as there is no agreement, the application will not be processed further.
- In case of disagreement, the application will not be processed further.

Screens 6 to 11 of 12

Here you enter the information about the vehicles.

- You can only apply for 1 permit for passenger vehicles per person. You can bundle up to four license plates of passenger vehicles on that one card.
- Only for passenger vehicles you can combine multiple license plates on 1 card. For other vehicles: 1 card per license plate.

Screen 12 of 12

- Enter the dates via the calendar button; this limits the chance of mistakes.

- A vehicle access permit is valid for maximum 1 year. It must be re-applied for annually.

After submitting

An applicant will be informed by e-mail about the status of the application.

3. Further processing of an application

Principle

Once the application has been completed and submitted, it will automatically go to the next step. Your application will now go through an approval process.

- The requests that do not require approval according to the policy are automatically approved.
- Applications that do require an assessment are automatically forwarded to the approver.

For BASF employees, the approver is the hierarchical responsible or, in case of medical reasons, the company doctor (who in this case is also the applicant).

For contractors and employees of strategic partners, the person responsible is indicated on the basis of a sponsorship list. If the identification of person or company has not been successful, a manual assignment will be made by Site Security.

For each request, Site Security will check whether there is no entry ban. During the period of the entry ban, of course, no permit can be granted.

What should you do as a approver?

As an approver, you can view and assess the application in 2 ways:

- An approver receives an e-mail with every request and can approve or reject from the e-mail and motivate why.
- An approver receives a notification via the Microsoft Teams environment and can approve or reject the request from teams and motivate why.

Multiple approvers can be specified. As soon as the first approves/rejects, this is also visible to the other approvers.

We are working on further transparency for the approvers, so that they can manage the requests in PowerApp in the future and are supported by overviews per contractor firm.

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

How do you get your permit?

- For BASF Antwerp and EuroChem employees: after approval, your vehicle access permit will be sent to your company/service.
- For contractor-employees: within 5 working days after approval, your vehicle access permit will normally be ready at gate 6.
- For employees of strategic partners: after approval, your vehicle access permit will be sent to your secretariat.