BASF We create chemistry	Title: BADGE MANAGEMENT & ENTRY PROCEDURE		
	Function: SITE SECURITY		
Beaumont Site	Procedure No: BMSS-000.002	Reviewed: 08/11/21	Page 1 of 7
Preparer: Site Security Coordinator	Reviewer: Site Security Manager	Approver: Site Manager	

Revision Number	Revision Description	Revised By	Revision Date
New	RCMS document (Original issue of document: Badge Management & Entry Procedure 01/01/06)	JS	01/05/10
001	Edit Section 5.2, second paragraph.	JS	01/23/12
002	Edit Section 3.2	TR	02/24/12
003	Added content around Visitor/Vendor management	SM	08/11/21

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PURPOSE

Establish a consistent method to manage the issuance, replacement and cost of badges. It will also increase the security of the site by closely monitoring those people who have access.

1. SCOPE

This policy applies to the BASF – Beaumont site, its employees, contractors, and visitors.

2. BADGES

2.1. Badges Will Be Issued by the Guards.

2.2. Beaumont BASF Site Employees

All employees will be issued a Smart Card with their pictures. This badge will allow access to various entry points into the site and within the site as dictated by their position and responsibilities, as well as computer access.

2.3. Beaumont Site Contract (Temporary Employees)

These badges will be issued to contract employees who will be on-site for an undefined period. Pictures will not be taken of these employees.

2.4. Contractors

Long-term employees (Nesters) will be issued I.D. badges with pictures, which will allow access as required by their position.

2.5. Visitors/Vendors

All visitors/vendors will be issued a badge, depending on their classification as either a BASF or non-BASF visitor. This badge will allow entry as required by their needs. The BASF/Contractor host will be responsible for the control of the Visitor/Vendor and assure that they promptly exit the site when their business has concluded. **(No Business Solicitation shall be permitted outside the intended visit)**

1. Please see the site-specific information related to Contractor entry requirements for the BASF Beaumont site. (Appendix A)

2. A Visitor/Vendor form will need to be submitted to Security at least 48 hours prior to their visit. Visitor_Registration_Form.xlsm

3. Procurement shall be contacted for all visitors/vendors soliciting contacts for business development.

2.6. Additional Clearances

Requests for additional clearances must be approved by the Site Security Representative or Site Manager.

3. ENTRY PROCEDURES

All persons who enter through the Administration Office and Main Gate must log into and out of the site. The exception to this is deliveries through the South (Truck) Gate where they will continue to be logged in and out by the guard located at the South Gate. When entering or exiting, be sure to use your badge to log in, even if the gate is open. The card reader will flash a green light when your badge is read. This will provide an accurate record of your presence on-site. This record could be useful in the event of an emergency to account for all individuals on-site.

When exiting the Administration Building, make sure you swipe your badge on the sensor. The push-bar is for emergency exiting only.

4. LOST OR BROKEN BADGES

4.1. BASF Employees

These badges will be replaced if broken, by turning them in to the guards. A lost employee badge will be replaced for the employee by having their supervisor request its replacement.

When an employee accidentally leaves their badge at home, they will be issued, on a one-day basis, a BASF Visitor badge. This badge will only be activated for 24 hours and must be turned back in. Failure to turn it in will result in their picture badge being deactivated.

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4.2. Contractors

It is the responsibility of the contractor leader on-site to keep up with their employees and their badges. These leaders need to collect their employees' badges on the last day they work on the site and turn these into the site security staff.

Failure to turn in HID Vertical badges will result in a charge of $25.00 per badge being assessed against the contractor. Failure to turn in Smart Card badges will result in a charge of $75.00 per badge being assessed against the contractor. A list of non-returned badges will be produced and sent to accounting at the end of each month. The contractor companies will be charged this amount per badge as stated not returned.

4.3. Visitors

Visitors to the site will be issued a badge in the security area. In the event a visitor loses their badge, their site BASF escort will bring them to the Security Office. The old badge will be de-activated, and a new badge issued if the visitor is going to remain on-site.

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APPENDIX A

Contractor Badge Request

Each person requiring access to the BASF Beaumont Site will need to obtain a Contractor Badge from Site Security. Submit a list of names and each person's last six digits of their social security number to Site Security, Project Manager, or your site's contact person at least 48 hours prior to your company's start date using the attached visitor registration form. A current "permanent "ISTC badge with specific training must be presented to the Security staff before a BASF Beaumont Contractor Badge will be assigned. Contractor must contact the Industrial Safety Training Council (ISTC) to schedule their personnel.

Requirements for BASF Beaumont:

- Background Check Graded and SSN Verification must be ordered through ISTC.
- An updated background check request can be made for employees with a current background check thru one of the providers used by ISTC.
- Background check verification form. Must be submitted 48 hours prior to arrival. (See Below. Submit to Scott.mcdonald@basf.com and bmt_security@basf.com
- ISTC Current BASIC PLUS™ or BASIC PLUS REFRESHER™
- ISTC BASF Beaumont Site Specific
- DHS Privacy Notice course

Visitor Registration form needs to be submitted 48 hours prior to arrival.
Visitor_Registration_Form.xlsm
Contractor's must present a "white" ISTC badge for site entry. Contractors must not report to site with a "blue "ISTC badge.
Per our current contract with ISTC all security requirements must be satisfied before safety training will be allowed to begin.

On- Site Safety Orientation

All contractor personnel are required to attend the on- site safety orientation within the first week of arriving on site. Safety training is given weekly.

Contractor Vehicle Entry Request

If vehicle entry is required submit the person that will be driving to the Project Manager or your site's contact person at least 48 hours prior to your company's start date. Please limit vehicle entry to one vehicle per company. Under no circumstances are personal vehicles allow to drive on plant roads.

Parking

If you will be parking or driving in the facility you will need to obtain a vehicle hang tag from security. This tag identifies which parking area you will be allowed to use. If your company vehicle is issued an "orange" hang tag do not park in the employee parking lots.

Personal and Vehicle Security Checks

All contractor personnel and contractor vehicles that enter/exit the Beaumont Site consent to security checks.

BASF
The Chemical Company

Contractor Background Verification Certificate
CONFIDENTIAL

Full Name & Address of Contract Worker:

_____ _____ _____
(First Name) (Middle Name) (Last Name)

Address: _____, _____, _____
Number & Street City State & Zip Code

Date of Birth: _____ - _____ *(Do NOT provide Year of Birth)*
(Month) (Day)

Date of Hire by Contractor (Company): _____

Contractor (Company) hereby certifies:

Check One:

_____ **A background check** has been conducted in accordance with the requirements stipulated by BASF Corporation ("BASF") on the named Contractor above and the results are **satisfactory**.

OR

_____ **A background check** has been conducted in accordance with the requirements stipulated by BASF Corporation ("BASF") on the named Contractor above and the following **potential problems** were found:

(Please describe in the space provided below the potential problems found)

These potential problems have been resolved as follows:
(Please describe in the space provided below the resolutions)

Name of Contractor (Company): _____

By: _____

Title: _____

Date: _____

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RE: Contractor Background Check

Dear Valued Supplier:
This letter is being sent to advise you of the requirements for work performed by your company for the BASF Corporation Beaumont, TX facility and the background check criteria to be administered by the local safety council.
BASF views your participation in the contractor background check program as an essential safety and security measure.

- All contractor employees, including subcontractors, that perform any field operations work for the BASF Corporation Beaumont, TX facility, whether full-time, part-time, or intermittent, be appropriately screened in the safety council background screen program through their contractor employer. Contractor employees who have not been screened and found not compliant with 02 Security criteria by this date may not be allowed to work on the Beaumont property.

Enrollment with the participating safety council should be handled as follows:

- Contact the International Safety Training Council (ISTC) to enroll in the background screening program and to register for the BASF Site Specific, DHS Privacy Notice course, and Basic Plus Training Classes by calling (409) 724-2565. An updated background check request can be made for employees with a current background check thru one of the providers used by ISTC. (Note: it could take up to 14 days after the safety council receives your documentation to set up an account for background screening, so make your arrangements with the safety council as soon as possible.)

Once you receive the background check results from ISTC, please fill out the "Contractor Background Verification Certificate" found in the BASF Specific PQF within PICS, http://www.picsauditing.com/, and send confidential or E-Mail to the site Security Supervisor Scott.mcdonald@basf.com and bmt_security@basf.com at least 48 hours prior to the start date of your employee working at our site.
We all have the responsibility to provide a safe working environment for our employees and having appropriate practices and processes in place significantly contribute to that goal. If there are any questions, please contact the Site Security Supervisor at 409-981-5133.

Regards,
Procurement Department
BASF Corporation

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