Document Revision Change Table

Revision Number	Revision Description	Revised By	Revision Date
001	New	SS	05/11
002	Update 4.5.1, 4.5.2, 4.5.3 and 5.2	SS	06/12
003	Updated Sections 2, 4, and 5. (Safety and Health Advisory 215)	GD	6/14
004	Change PICS to Avetta and added sections 4.2.5, 4.5.4 & 4.5.6	SS	6/16
005	Update Procedure to reflect corporate requirements	SS	07/21
006	Update 4.1.1, 4.2.2, 4.3.1, and 6 (MOC 0976-ADMB-22-0166)	NB	06/22
007	Update Definitions to include KPI info, add ISTC matrix, and update Pre-Access form in attachments.	NB	09/22
008	Update procedure to include forcing EHS compliance flags for multiple years.	NB	03/23
009	Updating the Contractor Supervisor Meeting to monthly instead of weekly. Including language detailing that site orientation requirements are met and tested through ISTC.	NB	11/23
010	Made a couple of grammatical edits for clarity. Did not change or add any information.	NB	1/24
011	Adding designated personnel and frequency of contractor job observations.	NB	2/24
012	Adding verbiage to allow approved contractor/contract administrative staff to receive 09OST OfficeSafe instead of Safety Essentials training.	NB	3/25

1. PURPOSE 2
2. DEFINITIONS 2
3. SCOPE 5
4. PROCEDURE 5
5. RESPONSIBILITIES 20
6. RELATED DOCUMENTS 21

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

1. PURPOSE

The purpose of this document is to establish minimum environmental, health, and safety (EHS) requirements for the qualification and oversight of contractors as part of the BASF Global EHS Responsible Care® Management System.

2. DEFINITIONS

BASF Contact/Representative
Sometimes referred to as a process owner, requisitioner, or job representative, is a BASF employee who identifies scope of work and requests contracted services.

BASF Contractor Safety Improvement Leader
This BASF employee or designee is the point person for the site for communication, performance, strategy as well as the point of contact for all contractor EHS concerns.

Beaumont Contractor Review Team
Beaumont CRT is responsible for reviewing flag status change request for any red flagged contractor that is to be used at the BASF Beaumont Site. This team is comprised of the Site Director, TSS Manager, EHS Manager, Procurement Account Manager, OSIH Specialist, and Contracted Services Manager.

Competent Person
An individual, by way of training and/or experience.

- is knowledgeable of applicable standards and guidelines,
- can identify existing and predictable hazards in the surroundings or working conditions which are hazardous to employees,
- is designated by the employer, and
- has the authority to take appropriate actions.

Contingent Staff
Contingent staff are individual, non-BASF employee workers for whom BASF provides direct supervision in their day-to-day activities and direction to how an activity is to be performed. Contingent staff are often referred to as “contract” or “leased” employees.

Contractor
A company that will be either placing or bringing contractor(s), subcontractors, contingent staff, or contractor employee(s) onto a BASF Beaumont.

Contractor Employee
A contractor employee is an individual engaged by or through a third party to perform services principally for the third party and whose day-to-day activities are directed by the contractor, not BASF.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

Contractor Vetting Service
A contractor vetting service is a service provider that maintains a qualification system and database for managing the EHS processes and systems for BASF contractors and managed service providers (MSPs).

Contractor Vetting Service Manual Audit
A contractor vetting service manual audit is a comprehensive review of the contractor's safety manual that is completed by a contractor vetting service safety professional.

Contractor Safety Concept
A written safety plan for major projects, e.g., turnarounds, shut-downs, plant expansion projects, etc.

Contractor Safety Representative
The safety professional responsible for contractor safety oversight of the working contractor company

Delivery Personnel
Persons providing delivery of goods and materials such as: postal service, truck trailer deliveries, office supplies, drinking water, uniform laundry, production materials and equipment, etc.

Exempt List
The service exempt list is located in the BASF Procurement Key and consists of contractor companies who meet the service personnel definition.

Industrial Safety Training Council (ISTC) Training
Refers to safety and health training conducted by the Industrial Safety Training Council.

Job Observation Program
Process of conducting field reviews of Contractor Employees to ensure the Contractor/Agency is performing to BASF
expectations to reduce/eliminate injuries and illnesses.

Key Performance Indicators (KPIs)
The key performance indicators ("KPIs") for contractor oversight are statistics used to measure a contractor's performance in critical areas as defined in this procedure at the site. The site and/or key account manager and the contractor shall agree upon acceptable measures of contractor performance and the means and methods for contractor to measure and report any such agreed KPIs. The site leadership team and/or key account manager and the contracted management shall conduct contractor performance reviews at least twice a year. Measuring and managing these KPIs are intended to improve contractor alignment and performance with BASF business and operational objectives. The KPIs shall be balanced and targeted to improve performance in areas of EHS, costs, quality, and productivity. Contractors' records relating to KPI measurement and reporting shall be made available to BASF.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Managed Service Provider (MSP)
An MSP is a third-party company that facilitates selection, on-boarding, oversight, and off-boarding processes for BASF contingent staff

National Contractor
Contractor/Agency that has geographic presence and/or capability to supply services across the nation. The National Contractor works or can work across multiple BASF locations. Typically, a Master Agreement exists to cover their services.

PQF (Pre-Qualification Form)
Questionnaire used to evaluate contractors to determine EHS qualification to work at BASF

Pre-task Plan (PTP)
A PTP is a written plan such as a job safety analysis (JSA) or job hazard analysis (JHA) that describes job tasks in step-by-step sequence, identifies associated hazards for each step, and outlines proper hazard controls that minimize/mitigate the risk of injury or illness to the individual(s) performing that task.

Safe Work Permits
Written authorization to perform work describing task, associated risks, and appropriate control measures.

Service Personnel
Providers of service whose work has traditionally posed low EHS risk to production related processes and facilities and does not involve or introduce EHS hazards to the work area. For example, performing routine interim work on non-manufacturing equipment such as bench-top laboratory equipment, vending machines, and office equipment. Conversely, providers of services such as building cleaning, lawn maintenance, snow removal, and cafeteria workers shall be considered Contractor, not Service Personnel, for the purposes of this procedure.

Site Procurement Liaison
This person is the indirect procurement agent who acts as a liaison between the purchasing organization and the site

Subcontractor
Any party who has direct contract with the Contractor/Agency or who furnished material to the Contractor/Agency.

Tier 1 Contractors
Tier 1 contractors are defined as those contractors who conduct $2M or more of business with a BASF site on an annual basis. The Senior Manager – Contract Management may identify a contractor as a Tier 1 contractor if spending is over $2M for multiple BASF sites.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

Tier 2 Contractors
Tier 2 contractors are defined as those contractors who conduct between $500K and $1,999K or 50% of the maintenance spend for the business with a BASF site on an annual basis and are not otherwise falling within the definition of a Tier 1 contractor.

Visitor Safety Orientation
Refers to the safety orientation video that is shown to all visitors who enter the BASF Beaumont Site.

Site Specific Contractor Safety Orientation
Refers to the training conducted for contractors that addresses site specific EHS requirements

Temporary Staffing Agency
Third-party company that is the direct employer of the contingent staff assigned to work at a BASF Beaumont

3. SCOPE

Applies to Contractors and Contracted Employees performing work at the Beaumont Facility in or around production areas. For contractors that will be working in or adjacent to a PSM covered process area, please see the Beaumont Site PSM/RMP manual.

4. PROCEDURE

4.1 General Requirements

4.1.1 Program Management

A. Contractors and subcontractors working at BASF Beaumont must meet minimum EHS qualification criteria for work that:
   - affects or has the potential to affect the EHS of manufacturing or manufacturing-related areas, laboratories / R&D facilities, or offices
   - introduces chemical or physical hazards into the work area, such as generating a hazardous chemical exposure, operating machinery or powered equipment/tools, or generating hazardous waste; Section 4.2.1 details contractor risk classification.

B. BASF Beaumont must use contractor vetting service to facilitate the EHS qualification process for all contractors.

C. BASF Beaumont must use contractor vetting service to facilitate the EHS qualification process of all Subcontractors of BASF contractors as well. BASF Procurement is responsible for informing the managing contractor of this requirement in the contract documents.

D. The EHS approval process for a contractor that provides only contingent staff is outlined in N-ID-OSA 034: Contingent Staff EHS

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Management. If the contractor provides both contingent staff employees and contractor employees, the contractor is required to obtain EHS approval per this procedure.

E. The Contractor Safety Specialist position will fill the roles and responsibilities of the contractor safety improvement leader. This individual is responsible for ensuring that concepts of the contractor EHS performance improvement strategy are in place at the site.

4.1.2 Written Program

As part of the contractor EHS management process, BASF Beaumont site shall have the following programs. This program will include but not be limited to:

- means for conditional EHS qualification and approvals
- means for emergency approvals
- means to certify and re-certify to contractor employees and exchange safety and hazard information (contractor EHS orientations)
- method to develop any required contractor safety concepts
- job observation program (conducting, data management, follow-up)
- means to conduct management system reviews
- means to ensure required training and qualifications for the job
- participation in accident/incident investigation
- participation in other EHS related activities, e.g.,drills
- means to advise BASF of chemicals that they will bring on site
- means to address contractor unacceptable performance

Pre-Task Planning (PTP)
All contractors approved to work at BASF Beaumont via safe work permits are required to have, at minimum, a pre-task planning (PTP) process. See Section 4.4.2 for more information.

Safety Representative-to-Worker Ratios
BASF Beaumont site shall have at a minimum, a ratio of one (1) full-time contractor safety representative for twenty-five (25) or more contractor employees.

A contractor census of fewer than twenty-five (25) warrants a minimum of one (1) part-time contractor safety representative unless the BASF Contact/Representative specifies otherwise.

The site has the discretion to require additional safety representatives at any time.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

4.1.3 Documentation

A. The contractor PQF and supportive or related documents will be the primary source of information evaluated for the EHS approval of the contractor.

B. The contractor vetting service maintains this information as well as a controlled copy of the BASF PQF for contractors.

C. Depending on the type of contractor (Tier I or Tier II), further documentation may be needed to provide adequate BASF governance of their activities. Reference N-R-BR 200M for specific Tier requirements.

   For Tier I and select Tier II contractors, site leadership team and/or site leadership designee, is accountable for overseeing the development of the KPIs that shall be used for future discussions and reviews. The contractor shall be involved in these discussions to develop and set agreed upon measures, means, and methods for measurement. These KPIs need to be customized to consider what is important for the site leadership team and contractor at that time. See Global Maintenance Key Performance Indicators (KPIs) G-P-ME 460 KPIs that the site leadership team and/or site leadership designee may use as a guide to develop the KPIs.

   The site leadership team and/or site leadership designee, is accountable to track performance against the agreed upon KPIs. The responsibility can be delegated to the contractor but must be verified/spot checked against underlying supporting documentation and data for accuracy by the site leadership team/key account manager or their designee.

   The site leadership team/key account manager and the contractor shall have formal reviews to discuss performance against the agreed upon KPIs proportional to the need but at least twice a year. There shall be open and transparent discussions around what areas of performance have met or exceeded expectations and what areas of performance need improvement. These discussions shall improve overall alignment, communications, and alignment between the site leadership team/key account manager and the contractor’s management. These KPIs shall be reviewed and changed as priorities at the site change.

   Tier I KPI meeting frequency will be designated and prompted in the contract to meet the minimum frequency outlined in this document.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

Selected Tier II contractors that the site has included in KPI tracking will adhere to the minimum KPI meeting frequency as outlined in this document.

Site leadership or leadership designee will send a formal communication and meeting invitation to the affected Tier I and/or Tier II contractors. This communication is to include the KPI meeting frequency (at least twice a year) and instructions as to how the KPI data is shared.

KPI data is to be shared in the ***Beaumont Site CRT*** Teams channel in a way that EHS can readily review the data to help govern contractor performance at the site.

4.1.4 Contracted Services Portal

The Contracted Services portal is a public access site where BASF, contractors, MSPs, temporary staffing agencies, and contingent staff can reference relevant EHS plans, documents, standards, policies, and best practices via the Internet.

The site address is:
https://www.basf.com/us/en/pages/contracted-services/site-specific.html

4.2. Contractor Selection

A BASF service purchase order, service contract, or any other formal agreement to work at a BASF Beaumont cannot be generated for a contractor to work that EHS has not reviewed and approved. The following methods are required.

*See Attachments Site Service Purchase Requisition Process flowchart

4.2.1 Full EHS Approval BASF

BASF Beaumont currently uses a contractor vetting service to coordinate contractor qualification. The process is as follows.

1. BASF contact identifies scope of work and/or contractor.
2. BASF procurement notifies the contractor of BASF approval requirements.
3. The contractor contacts and registers with the contractor vetting service.
4. The contractor vetting service assigns a risk classification to the contractor based upon the contractor work capability or scope. Effective January 1, 2014, the former classifications of low, medium, and high risk are changed to the following:

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

a. **Non-Safety-Sensitive** (pre-2014 low-risk contractor vetting service ranking) contractors whose work has traditionally posed a minimal EHS risk
Examples typically include:
- office janitorial
- offsite/office engineering
- lawn care/lawn maintenance (excluding landscaping)
- IT (information technology, software development)
- office equipment
- uniform laundry

b. **Safety-Sensitive** (pre-2014 medium- and high-risk contractor vetting service ranking) - contractors whose work involves higher risk activities where incident potential exists
Examples typically include:
- abatement/remediation
- confined space
- demolition
- lockout/tagout
- elevated work
- mobile crane operation
- electrical work
- hazardous waste
- hot work
- work over water
- rigging
- trench and excavation work
- hydroblasting and industrial cleaning

The contractor vetting service manual audit is performed on all contractors that receive the safety-sensitive classification.

5. The contractor vetting service reviews contractor PQFs and related EHS information according to the minimum BASF criteria:
- total recordable incident rate (TRIR) 3-year average of 1.8 or fewer (US metric)
- days away from work case rate (DAFWCR) 3-year average of 1.0 or fewer (US metric)
- experience modification rate (EMR) of 1.0 or fewer
- no regulatory citations within last three (3) years
- no fatalities within last three (3) years
- EHS programs and procedures in place to meet regulatory and BASF's requirements

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

6. The contractor vetting service assigns an initial flag color as indicated below:

   green – full EHS approval when all regulatory and BASF criteria are met

   red – signifies deficiencies in meeting regulatory and or BASF requirements based upon the type of work the company performs

7. If EHS qualification and approval criteria are met, (green flag status) the contractor is eligible to participate in the selection process or may continue service to BASF as long as technical and procurement approvals are in place.

8. If subcontractors are to be used, a list of those subcontractors must be disclosed to BASF for qualification and approval before work performance. The qualification and approval process for subcontractors is the same, with the exception that the managing contractor may be required to facilitate transfer of necessary documents to the contractor vetting service for evaluation.
   *Refer to Attachments for Contractor Vetting Service Registration Process for Site Acquisitions for additional guidance.

9. Contractor Safety Improvement leader shall verify on a quarterly basis that contractors currently being used at the Beaumont Site meet conditions for full EHS approval

4.2.2 Conditional EHS Approval

1. When contractors do not meet minimum EHS performance criteria (e.g., EMR, TRIR, DAFWCR, regulatory compliance history, or EHS programs), BASF Beaumont may grant a conditional approval. This should be on a case-by-case basis with consultation from EHS, Procurement, Engineering, Maintenance, and Operations considering the following situations:
   - contractor's previous safety performance within BASF
   - safety performance trends within recent years
   - comparison with contractor industry averages as published by the governing regulatory bodies
   - nature of any safety program deficiencies
   - regulatory agency compliance history – nature of citation and abatement
   - scope or risk level of work to be performed
   - presence of contractor EHS professional on site
   - availability of safer alternative contractors

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

Conditional approval (force red flag to yellow) allows the contractor to work at the BASF Beaumont site under certain prescribed conditions. Only BASF, not the contractor vetting service, may assign a conditional approval for a contractor.

BASF Beaumont may grant full approval (force red flag to green) if the nature of the deficiency warrants, such as minor regulatory citations, etc.

The force flag approvals applied to a given non-complaint category may be applied to the same area of non-compliance in subsequent years without signing a new force flag form, as long as the non-compliance is deemed not to have greater risk than when initially reviewed.

For example: If a citation is reviewed as "one year" from the review date, the team does not need to review the same citation when it becomes "two years" - as long as no new citations increase the risk of the original citation. The original signatures are valid to extend the approval until the next annual update.

*Refer to Attachment E for Contractor Conditional Approval Decision Tree, for additional guidance.

2. Once conditional approval is decided, all information must be documented and saved in the comment box provided in the contractor vetting service online company dashboard. It is recommended that the Force Flag form be completed and saved in the contractor vetting service online company dashboard.

   *Refer to Attachment H for BASF Force Flag Form or go to the Contracted Services portal. (See Section 4.1.4 for portal details.)

   Acceptable conditional work requirements include but are not limited to:

   - providing an escort
   - increasing supervision
   - increasing the number of job observations
   - requiring additional training
   - conducting periodic EHS meetings
   - developing and implementing a contractor journey roadmap
   - developing or improving specific EHS plans, such as confined space entry, respiratory protection, fall protection, forklift operation, etc.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

4.2.3 Emergency EHS Approval

1. A site manager or designee may grant emergency approvals for a contractor in consultation with EHS Site Services, Engineering, and Maintenance. Emergency approvals are temporary and valid for the emergency job only. Once the emergency job is completed, the contractor is required to participate in the EHS qualification and approval process for continued work at a BASF Beaumont. Some examples of emergency approvals may include:
   - short-term remediation of spill or release
   - unplanned or emergency repair of process-related equipment
   - unplanned or emergency repair of lab-related equipment
   - correction of high-risk unsafe workplace condition

2. When emergency approvals are granted, site management, EHS Site Services, and/or Procurement may require additional EHS measures such as increased supervision and/or auditing of the work throughout the job.

2. Emergency approvals must be documented and retained on the Beaumont shared drive for the purposes of performing the contractor management system review. (See Section 4.5.2.)

4.2.4 Service Personnel Designation

Providers of service whose work has traditionally posed low EHS risk to production-related processes or facilities and does not involve or introduce EHS hazards to the work area can be designated as service personnel. For example, performing routine, interim work on non-manufacturing equipment such as bench-top laboratory equipment, vending machines, and office equipment/cleaning may be considered service personnel tasks. The determination for the service personnel classification must be made for each site where the service provider works and must be based upon knowledge of the work that the service provider can perform.

The EHS professional assigned to the site/facility where the work is to be performed is responsible for completing the review for potential service personnel designation. If it is determined that the contractor meets the service personnel designation, the BASF contact and the EHS professional will work with the site procurement liaison to add the contractor company to the contractor vetting service exempt list.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

4.3 Pre-Access to Site

4.3.1 BASF Requirements

1. A BASF Contact/Representative or designee shall be identified for each contractor job.
   - This is the individual requesting the contractor to come to the site.
2. The BASF Contact or designee shall be responsible for ensuring that all EHS requirements are met before the contractor employee(s) begin(s) work. These items should be verified prior to the contractor reporting to the site.
   - This includes, but is not limited to:
     - verifying Avetta Status;
     - ensuring the contactor employees have a background check, background verification form, and all appropriate training/Courses through the Industrial Safety Training Council (ISTC); See courses based on task in Attachment I.
       - Individuals with an ADMINISTRATIVE ONLY position can receive written authorization from the site Contractor Safety Specialist and EHS Manager to take 09OST OfficeSafe training in lieu of Safety Essentials (Basic+). This is only allowed on a case-by-case basis and will not reflect in the ISTC Course Requirements matrix.
     - ensuring a pre-access form is completed for each job and all certifications ensuring the contractor is qualified to do the work have been received.
3. The BASF Contact or designee shall ensure retention of contractor job EHS performance documentation, such as records of inspections, job observations, and incidents.
4. The BASF representative or designee shall be responsible for coordinating the reporting of contractor accidents/incidents in accordance with site reporting requirements.
5. The BASF representative or designee shall ensure contractor employee accidents/incidents are entered in AIMS.
6. Pre-access requirements shall be documented on Attachment F

4.3.2 Contractor Safety Concept

For major projects involving special or complex hazards, e.g., shutdown or plant expansion projects, representatives with adequate knowledge of the process, materials, and equipment (e.g., maintenance or construction engineer, defined EHS professionals) shall develop a concept for the implementation of the contractor safety requirements. The contractor safety concept shall include:

- planning activities related to process and location specific hazards

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

- coordinating and scheduling work between different contractors and BASF employees (avoiding risks because of interaction of different activities)
- specific safety plans for high-risk contractor work (e.g., demolition activities)
- contractor safety representative to-(safety supervisor)-to-contractor employee ratios established based upon risk and agreed to before start of work (e.g., construction project may have one (1) full-time safety contact for every twenty-five (25) contractor employees, or a 1:25 ratio)
- ensuring that contractors know the necessary BASF contacts (or contacts to the main contractor for turnkey projects) for possible questions or issues concerning safety
- specific safety supervision of the construction site on a regular basis (e.g., safety tours, safety supervisions)
- regular consultations held to discuss critical points and ensure that all employees are informed of the applicable safety requirements, and

- multi-contractor coordination measures necessary to avoid accidents because of potential increase risk from ongoing, simultaneous work activities

Before starting the work, this contractor safety concept shall be discussed with the construction / maintenance managers of the contractors and relevant BASF services. All affected contractors must sign the contractor safety concept. After that, the contractors must inform all their contractor employees about the applicable safety measures. Whenever a change in the scope of the activities occurs, the concept must be updated and reviewed accordingly.

4.3.3 EHS Orientation

Before work begins, all contractors shall receive a BASF Beaumont and/or unit EHS orientation. This orientation can be completed at the ISTC through the site-specific course and material will be tested on through the module.

All contractor employee EHS orientations shall include:

- provisions for the right to inspect work and stop work as appropriate
- practices to control the entrance, presence, and exit of contractor employees
- means for contractors to provide the BASF Beaumont with information about hazards that the contractor employees may generate
- means to ensure that the contractor employee informs BASF of any chemicals brought on site
- means to ensure that contractor employees are included in any BASF sponsored accident/incident investigations that involve them or their work

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

- overview of site's job observation program
- emergency plans, alarms, and evacuation
- known or potential hazards, such as, confined spaces, chemical hazards, asbestos, lead, electrical, fire, explosion, or process hazards related to the contractor employees' work or work area
- site-specific EHS requirements, and, if applicable
- means to ensure effective communication and understanding with non-English-speaking contractor employees

4.3.4 Pre-Access / Pre-Job EHS Process

This process is not a site orientation, but a structured and documented EHS dialog between the BASF representative or designee and the contractor crew representative. Example: The supervisor, general foreman, safety representative, or superintendent responsible for executing the work. The BASF contact is responsible for ensuring that the pre-access form is completed by the contractor before a contractor arrives at the site for work.

The minimum information covered in the pre-job process shall be:

- contractor company
- contractor company manager's information (name, phone number, e-mail address, etc.) responsible and accountable for the work execution
- foreman information responsible for the on-site work (name, phone number, etc.)
- direct supervisor of the foreman completing the work on site (name, phone number, etc.)
- any plans to use subcontractors
- the work history of the foremen completing the work on site (How long have they been foremen? What training do they have?, etc.)
- the contractor safety contact responsible for the work being completed on site (name, phone number, qualifications, etc.)
- the BASF contact information coordinating the work being completed on site
- the specific procedure if one of the contractor employees is injured on site (e.g., whom to call for severe medical, 911, plant security, etc.)
- any local medical clinic relationship established to treat non-life-threatening injuries
- incident investigation process for the site
- pre-task planning (PTP) process requirements
- access to the site EHS requirements
- specific craft training requirements

#	Craft/Skill	Certification Standard	Certified Plus Course Code

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

1	Industrial Electrician	Texas Department of Licensing and Regulation (TDLR) or NCCER Certified Plus or DOL approved Union Program	BASFINDELECT+
	Industrial Electrician *(Lineman & Groundsman only)*	NCCER Certified Plus or DOL approved Union Program	
2	Instrumentation Fitter	NCCER Certified Plus or DOL approved Union Program	BASFINSTRFIT+
3	Instrumentation Technician	NCCER Certified Plus	BASFINSTRTECH+
		DOL approved Union Program	

*See Attachments for a copy of a BASF Contractor Pre-Access / Pre-Job Checklist.

4.4 Work Execution

4.4.1 Contractor Job Observation Program

1. Periodic observation of contractors performing work at the BASF Beaumont site shall be coordinated by the BASF Contact/Representative responsible for the work.
2. Job observation program includes:
   - Primary observers will be the site contacts requesting work, which include but is not limited to: the area maintenance planners, project managers/engineers, and the Contractor Safety Improvement Leader.
   - Training for observers as needed
   - communication of findings as part of the weekly contractor supervisor meeting

- A copy of all completed observation forms should be forwarded to the Contractor Safety Improvement Leader to analyze and communicate observation data.
- A requirement of 1 observation per primary observer per month shall be done on suppliers they have on site doing work. Frequency can also be based upon risks, scope of work, and duration to ensure that the contractors are working in accordance with BASF expectations. Your Contractor Safety Improvement Leader will notify those impacted via email after EHS statistics are reviewed if the frequency needs to be changed on a supplier. If an observer does not have a supplier on site conducting work during a month(s), an observation will not be required, but an email stating this will need to be sent to the Contractor Safety Improvement Leader.
- In general, job observations can be less frequent for contractors that have historically demonstrated safe work practices and more frequent for new contractors that have not yet demonstrated their ability and commitment to working safely.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

- More frequent job observations would be expected for high risk work regardless of the familiarity with the contractor. In addition, contractors that have been conditionally approved should also be observed more frequently.
- Existing processes (job observation, Accident Incident Reporting, etc.) will be utilized to address unacceptable contractor performance.

  Note: The frequency and type of observations for a conditionally approved contractor may be determined during the conditional approval process with the results documented in the contractor vetting service.

3. Contractor Job Observations shall be documented on a Contractor Safety Observation Form. Attachment B of this document lists the required areas to be observed. Any observation form can be used if it meets the requirements of Attachment B. Observation documents shall be retained as required by this procedure

4.4.2 Pre-Task Planning (PTP)

All contractors approved to work at BASF Beaumont under safe work permits are required to have, at minimum, a PTP process.

As a minimum, all PTPs shall have the following elements:

- job/project title
- job location
- date when the work is performed
- all crew members sign off
- job description with job steps
- risk/hazard description for each job step
- risk/hazard controls / elimination / mitigation for each recognized hazard

The PTP tool is typically a separate document and must be reviewed by all members of the work crew. However, the intent of PTP process can be met if all criteria above is documented on and during the permitting process.

Also, individual task planning cards may be used to meet the intent of the PTP process if the supervisor in charge of the work reviews each individual plan.

The owning department issuing the safe work permit must verify that a PTP is in place prior to the commencing of work.
*See Attachments G1 and G2 for copies of example PTP forms.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

4.5 Monitoring, Evaluation, and Feedback

4.5.1 Contractor Periodic Reviews

1. EHS performance data for all contractor risk classifications shall be updated annually.

2. Contractors classified as safety-sensitive will receive an audit of their safety program manual by the contractor vetting service at least every three (3) years. The review shall include contractor injury statistics, EMR, regulatory agency citations, and EHS programs as stated in Section 4.2.1.

3. The results and findings of the annual and/or 3-year review may be used to adjust the contractor approval status

4.5.2 BASF Beaumont Contractor EHS Management System Review / Safety Performance Evaluation

The Site Compliance Engineer is responsible for coordinating the Management Review. Review will be triggered by an EHS Activity in IBM Notes on an annual basis. The Contracted Services Manager is the program administrator, responsible for reporting and monitoring completion of documentation. The results of the review and all associated action items will be tracked in a dedicated EHS Activity. The review shall evaluate the effectiveness of practices to ensure that the contractor EHS management system is properly implemented and that the elements adequately support contractor EHS performance improvement. At a minimum, the review will include the following elements of the contractor management system:

- that the site procedure to ensure written requirements agree with this procedure
- the participation of affected stakeholders (Procurement, Engineering, Maintenance, Operations, EHS, etc.) in the development and/or revision of site procedure for adequacy
- an adequate understanding of contractor management roles and responsibilities among affected stakeholders (Procurement, Engineering, Maintenance, Operations, EHS, etc.)
- a system to provide opportunity for feedback and communication with contractor employees, e.g., meetings, exchanges, forums, etc.
- maintenance of contractor approval documentation
- efficiency and adequacy of conditional approval process • efficiency and adequacy of emergency approval process
- documented contractor orientation performed in a timely manner before work

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

- verification mechanism in place to ensure that contractor orientation was understood
- contractor job observations performed adequately, timely with appropriate follow-up
- information/data from affected stakeholders (Procurement, Engineering, Maintenance, Operations, EHS, etc.) is adequate and accessible to conduct periodic contractor reviews or re-approvals
- safety performance review of all contractors (by the contractor vetting service)
- results of annual management system review communicated to affected stakeholders
- contractor hours accounting process

*Refer to Attachments for an example of a Contractor EHS Management System Checklist.

Note: As defined in N-R-BR 200 M Contractor Oversight and Controls, Tier 1 and Tier 2 reviews are required in some cases.

4.5.3 Contractor Hours Accounting

BASF Beaumont shall submit cumulative monthly hours at the North America level each month. Sites that exceed a monthly contractor hours (not including contingent staff hours) threshold of 2,000 hours will enter the site contractor hours to include the individual contractor company hours.

All contractor companies shall submit hours to the sites where they completed work each month. Each site shall have a means to reasonably reconcile these hours on a periodic basis. Some of these means to reconcile can be:

1. invoicing data
2. sign-in and -out logs with site security
3. scan-in and -out systems (electronic badging programs, i.e. gate logs)

4.5.4 Contractor Safety Forums

BASF Beaumont utilizes the ISTC site specific training and the monthly contractor supervisor meeting to accomplish the following requirements. (Site orientation requirements are met through ISTC training where contractors are also tested on said material.)

- Communicate the BASF safety culture to our contractors.
- Communicate all BASF expectations regarding contractor safety including upcoming initiatives.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

- Share best practices among various contractor companies.

Desired result: Drive the ZIM (zero incident mindset) within our contractor partners, thereby ultimately improving safety performance.

4.5.5 Documentation Retention

All documentation associated with this procedure shall be maintained in the Contractor EHS Management folder on the Beaumont shared drive B:\GLOBAL\2063-BASUS\BEAUMONT\DOCS\EHS-CONTR

5. RESPONSIBILITIES

5.1. Site Manager
The Site Manager of each facility has the primary responsibility for the implementation of this procedure.

5.2. Environmental, Health, and Safety Manager
Has primary responsibility for the initiation, re-issuance, administration, and/or interpretation of this procedure. Site Security will be involved on items that pertain to entry requirements on to the site.

5.3 Beaumont Site Employees and Contractors
Have primary responsibility for adherence to procedure including identifying deficiencies in the procedure, and identifying, reporting and correcting activities not in compliance with the procedure.

5.4 Site Procurement Liaison
The Site Procurement Liaison is responsible for adding companies (that are determined by the BASF Site EHS Specialist to meet the Service Personnel designation) to the Avetta exempt list located in the Procurement Key.

5.5 BASF Contractor Safety Improvement Leader
Contractor Safety Improvement Leader should be responsible for ensuring the concepts of this procedure are in place at the Beaumont Site.

5.6 BASF Contact

The BASF Contact has the primary responsibility to ensure:

- All aspects of the job scope are identified prior to requesting work from a Contractor
- All EHS requirements are met prior to the Contractor performing work
- Completion and Retention of all Contractor Job EHS performance documentation

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal

- That all Contractor incidents are reported in accordance with site reporting requirements
- All applicable Contractor incidents are entered in AIMS.
- Job observations are conducted while the contractor is at the facility.

6. RELATED DOCUMENTS

BMEHS-002- 001 Accident/Incident Reporting
Attachment A – Site Services Purchase Requisition Flow Chart
Attachment B – Contractor Safety Observation Form
Attachment C – Contractor Vetting Service Registration Process for Site Acquisitions
RACI
Attachment E - Contractor Conditional Approval Decision Tree
Attachment F - Pre-Access EHS Process
Attachment G-1 - PTP Form (example 1)
Attachment G-2 - PTP Form (example 2)
Attachment H - BASF Beaumont Force Flag Form
Attachment I – ISTC Course Requirements

All Attachments are for reference only. Additional forms may be substituted if all the required information is included in the substitute form.

CONTROLLED DOCUMENT- 24 HRS FROM 4/9/2025 11:10 AM
-- UNCONTROLLED THEREAFTER

Internal