

	<h1>TA2020 Site Entry requirements</h1>	
S. Verhelst	Rev. 0 dated 01.05.2020	Blz. 1

This document is a summary of the directive on how to gain entry to the LANXESS site as contractor and as contractor employee. It describes the general rules on how to announce contractors (main- and subcontractors) and their employees at Site Security Covestro.

First of all it's important to notice that some requirements are binding for both LANXESS **and** Site Security Covestro (e.g. identification of a new contractor). Every transfer of information to Site Security Covestro has to be done by using original written and signed documents (identification of a document always starts with SEC...). Copies or scans of these documents will not be accepted!

Applications for a new subcontractor or for vehicle access permits must be done electronically through the LANXESS contractor portal "www.contractorslanxessnv.lanxess.be" - see the relevant paragraph for more details.

1. Safety Training & safety briefings before the start of any work.

1.1. Central Safety Training LANXESS nv (CST) or Centraal VeiligheidsOnderricht LANXESS nv (CVO).

Before you can receive permission to enter the site of LANXESS nv / COVESTRO NV, you must submit a valid CST certificate (in Dutch it is called "CVO certificaat").

The CST is an e-learning program consisting of 5 short movies and a test with 5 questions at the end. To pass the test at least 4 of the 5 questions must be answered correctly. The CST can be followed online by using one of the links mentioned below, depending on your status in the XCess badge registration program.

Remark: when applying for a new entry badge (C-badge), Site Security Covestro will check if the employee passed the Central Safety Training successfully. If not successful, an entry badge will not be created and access to the site will be denied.

1.1.1. You are not known as contractor employee in XCess (this means no C-number).

The CST or CVO can be followed online by using link below:

<http://contractorslanxessnv.lanxess.be/nl/centraal-veiligheidsonderricht-cvo/>

At the beginning of the training you have to register by using your first name – name – date of birth – company name. Please use your first name, name & date of birth on your national passport or ID card! As company name you have to mention the employer you are working for!

Every employee has to follow this training individually. If you pass the test, a CVO certificate with your identification will be printed.

1.1.2. You are known as contractor employee in XCess (this means C-number is available).

Remark: For details on whether or not you are known as employee in the XCess system, please ask the person in charge of your company to contact the badge office of Site Security Covestro nv on following number : +32 3 540 34 28 (between 13u00 – 16u00) or by mail: security.antwerpen.badgebureau@covestro.com.

The CST or CVO can be followed online by using link below:

<http://contractorslanxessnv.lanxess.be/nl/centraal-veiligheidsonderricht-cvo/>

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At the beginning of the training you have to identify yourself by using your C-number.

Every employee has to follow this training individually. If you pass the test, a CVO certificate with your C-number can be printed and the result will be communicated automatically in Xcess. For safety reasons we advise you to keep a copy of the CST certificate with you when presenting yourself at the badge office of Site Security Covestro NV.

1.2. Central Safety Turnaround Briefing LANXESS nv (CSTB) or Centraal Specifiek StilstandsOnderricht LANXESS nv (CSSO).

Once the employee has received a valid C-badge he will receive access to the site during the validity of the C-badge.

Before starting any work at the job site for the turnaround 2020 the employee has to follow one of the Central Safety Turnaround Briefings LANXESS nv (CSTB). After following this briefing the presence at the briefing will be registrated in Xcess, the badge registration system. Only with a valid C-badge with valid CST and a confirmed presence at the Central Safety Turnaround Briefing, the employee will receive a green signal when presenting his C-badge at a badge reader. An orange notification when presenting the C-badge at the badge reader will lead to a supplementary notification in the control room. The number of orange notifications per contractor during the turnaround will serve as a Key Performance Indicator (KPI) in the evaluation process after the turnaround.

The Central Safety Turnaround Briefing is a spoken briefing in small groups. Only Dutch will be used as language. For other languages the contractor has to foresee a translator at own cost. Practical details will be communicated later. In general, the Central Safety Turnaround Briefing will last maximum one hour and the maximum number per briefing will be limited to 20 persons (modifications due to corona crisis are always possible). Starting from the 31st August 2020 till the 18th September 2020 4 briefings will be organised daily. As from the 21st September 2020 and during the whole turnaround period at least one briefing (at fixed starting hour) will be scheduled daily.

It is important that this briefing is followed **before** the first working day on site. Waiting hours on the first working day will not be taken into account for extra costs.

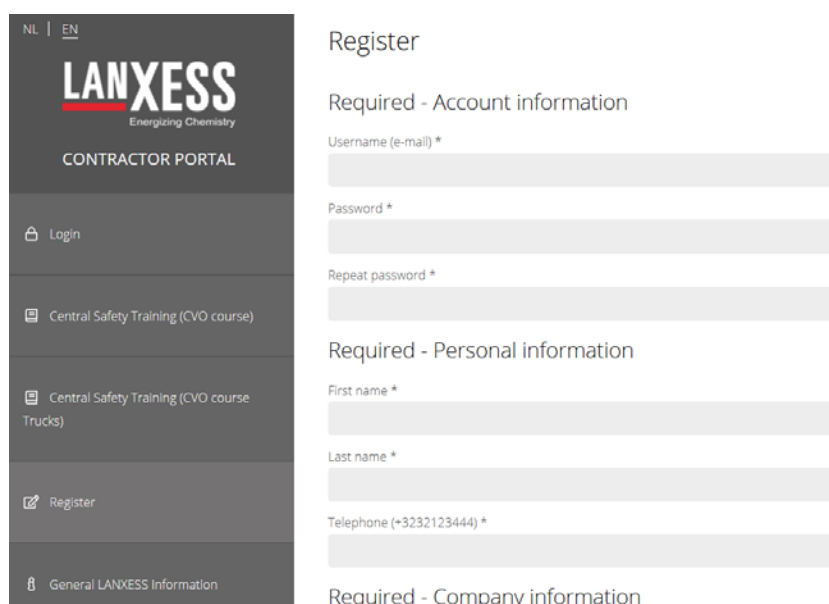
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2. Registration as contractor/subcontractor.

2.1. Registration as contractor on the LANXESS Contractor Portal.

As soon as you received a LANXESS order it's important that your company is registered as contractor in the contractor portal of LANXESS nv:
www.contractorslanxessnv.lanxess.be

At the left part of the home page click on the button "Register" and fill in the requested data fields (those marked with * are obligatory!). To register, push at the bottom on the red line. Your request as well as further feedback will be handled by Contractor Management LANXESS nv.



2.2. Request to use a subcontractor.

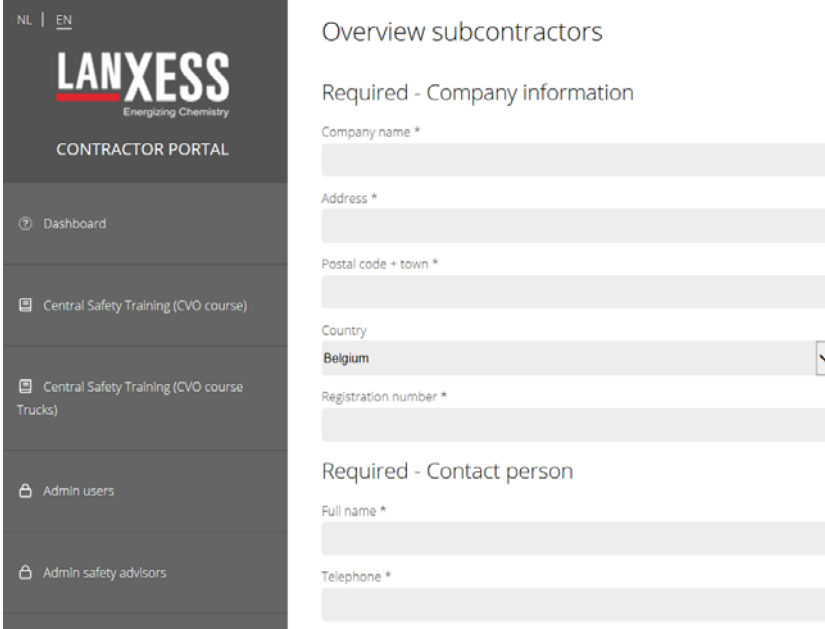
If you intend to use one or more subcontractors it is important that you make a request to use the subcontractor. Without approval by Contractor Management LANXESS nv employees of the concerned subcontractor will not receive an entry badge at Site Security Covestro!

To start the request, you must login on the contractor portal
www.contractorslanxessnv.lanxess.be

At the left part of the home page click on the button "Overview subcontractors". You will see an overview of accepted subcontractors (if any) and a red line with a button "add subcontractor". To start the request process push on the red line. You will see an overview with data fields to complete the request. It is important to specify if you are in the possession of a SCC-certificate (Safety Checklist Contractors). Once you have finished filling in, push the red line at the bottom "Add subcontractor". Your request will be handled by Contractor Management LANXESS nv and feedback will be given in short time.

If the request is approved by Contractor Management LANXESS nv you will receive a confirmation by mail. Also Site Security Covestro will be informed by mail that the subcontractor is approved by LANXESS nv.

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The screenshot shows the LANXESS Contractor Portal interface. On the left is a dark sidebar with the LANXESS logo and navigation options: Dashboard, Central Safety Training (CVO course), Central Safety Training (CVO course Trucks), Admin users, and Admin safety advisors. The main content area is titled 'Overview subcontractors' and contains a 'Required - Company information' section with the following fields: Company name *, Address *, Postal code + town *, Country (a dropdown menu currently showing 'Belgium'), and Registration number *. Below this is a 'Required - Contact person' section with fields for Full name * and Telephone *.

2.3. Registration as (sub)contractor for Site Security Covestro

Once you have finished your registration as contractor and after approval of a subcontractor Site Security Antwerp has to be informed and an assembly of data is needed to complete this obligation.

!! Please be aware that this procedure is additional to 2.1/2.2 and has to be followed by every subcontractor (inclusive self-employed persons) !!

Per contractor & subcontractor please complete the requested information and signatures in the SEC002 "Aanmelding firma" .

For the registration as contractor under 1 ("Contactpersoon/opdrachtgever") you have to fill in your LANXESS nv contact person. It is obligatory that this person signs the document.

Under 2 ("Naam verantwoordelijke") you have to fill in the data of every responsible of your company that will be present on site. Together with his signature it enables the contractor to complete the SEC002 of your subcontractor(s) without intervention of LANXESS nv.

Repeat this procedure for each approved subcontractor by using a SEC002 form. In case the main contractor has an assigned contact person with a model signature, this contact person can sign under 1 for the SEC002 of a subcontractor.

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<p>Covestro NV TS-SEC</p>	<h2>Aanmelding firma</h2>	
<p>Naam firma:</p>		
<p>Adres maatschappelijke zetel:</p>		
<p>Ondernemingsnummer:</p>		
<p>Telefoon:</p>		
<p>Email:</p>		
<p>Contactpersoon / opdrachtgever:</p>	<p>Handtekening contactpersoon / opdrachtgever</p>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">  </div> <p>Telefoon:</p>		
<p>Naam verantwoordelijke</p> 	<p>Modelhandtekening verantwoordelijke</p>	
<p>Naam verantwoordelijke</p> 	<p>Modelhandtekening verantwoordelijke</p>	

SEC002 "Aanmelding firma"

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3. Directives for obtaining valid entry badges for employees.

3.1 Form SEC001 “Aanvraag badge” (annex 1).

Each employee must submit a completely filled in SEC001-form containing following information:

1. Name
2. First name
3. Date of birth
4. Nationality
5. Contractor
6. Subcontractor
7. Validity period of entry badge
8. Contact person on site
9. Signature of contact person on site.

For employees working during turnaround 2020, the responsible contact person on site of the contractor can be used if his model signature is available and known by Site Security Covestro (transmit of model signature by using SEC001 !).

3.2 Form “Algemene veiligheidsinformatie” (annex 2).

As from 01.01.2017 each contractor employee must sign this form individually. The form is available in 15 languages in the offices of Site Security Covestro (building 5325). The foremen of the contractors can pick up sufficient blank forms in the different requested languages in advance in building 5325.

The employee must use a form in his mother tongue to undersign.

Each employee must submit a completely filled in form “Algemene veiligheidsinformatie” containing following information:

1. Signature date
2. Name & first name (in capital letters!)
3. Signature of employee

3.3 Limosa declaration (annex 3).

As an employer, sending a non-Belgian employee to work in Belgium, or as a non-Belgian self-employed person, travelling to Belgium to work, you are required to fill in the mandatory declaration known as the Limosa declaration. Any individual not subject to Belgian social security who comes to work in Belgium on a temporary and/or part-time basis must be able to present proof of the Limosa-1 declaration. Failure to make this declaration exposes you to administrative sanctions.

For more detailed information, please use this link:

https://www.international.socialsecurity.be/working_in_belgium/en/home.html

Remark.

It is important that LANXESS nv, Scheldelaan 420 – 2040 ANTWERPEN is named as client and as work location (see red rectangle in annex 3)


Besides the Limosa declaration there are other obligations you must meet, depending on your situation. The workers you employ must have travel documents. For citizens from

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the European Economic Area (EU countries + Norway, Iceland and Liechtenstein) and Switzerland, a **national passport or ID card** is sufficient.

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Annex 1 : Form SEC001 – “Aanvraag badge”.

Covestro NV TS-SEC	<h2 style="margin: 0;">Aanvraag badge</h2>	
VAK IN TE VULLEN IN HOOFDLETTERS		
Naam:	<input style="width: 100%; height: 20px;" type="text" value="1. Name"/>	
Voornaam:	<input style="width: 100%; height: 20px;" type="text" value="2. First name"/>	
Geboortedatum:	<input style="width: 100%; height: 20px;" type="text" value="3. Date of birth"/>	Nationaliteit:
		<input style="width: 100%; height: 20px;" type="text" value="4. Nationality"/>
Partner / Aannemer:	<input style="width: 100%; height: 20px;" type="text" value="5. Contractor"/>	
Onderaannemer:	<input style="width: 100%; height: 20px;" type="text" value="6. Subcontractor"/>	
Badge wordt aangevraagd voor de periode van:	<input style="width: 100%; height: 20px;" type="text" value="7. Validity"/>	tot:
Contactpersoon of verantwoordelijke op de site:	<input style="width: 100%; height: 20px;" type="text" value="8. Contact person on site"/>	
Handtekening contactpersoon of verantwoordelijke van de firma op de site		
	<input style="width: 100%; height: 20px;" type="text" value="9. Signature Contact person on site"/>	
VAK IN TE VULLEN DOOR SECURITY		
<input style="width: 30px; height: 20px;" type="checkbox"/>	Centrale veiligheidsopleiding Covestro NV	Nr.
<input style="width: 30px; height: 20px;" type="checkbox"/>	Centrale veiligheidsopleiding LANXESS NV	
Limosa geldig tot:		Datum:

SEC001.JAN19

Annex 2 : Form "Algemene veiligheidsinformatie".

Covestro NV

Algemene veiligheidsinformatie



1. Gedrag bij incident	 100	 03 540 30 70	veilige verzamelplaats opzoeken sirene	evacuatie/ontruiming crashtoon	hervatten werkzaamheden einde alarm
2. Algemene gedragsregels					
<ul style="list-style-type: none"> - Registratie en het zichtbaar dragen van de persoonlijke identificatiebadge is verplicht voor iedereen. Het verstrekken van toegang aan derden is verboden. - Toegang onder de 18 jaar is in de regel verboden, evenals het binnenbrengen van dieren op de site. - De wegcode is van toepassing op de site. De maximum snelheid bedraagt 30 km/h. - Er geldt een rookverbod op de volledige site. - Verbod om vuur te maken of te werken met open vlam. - Alle zendapparatuur (gsm, draagbare/vaste radiozenders, DECT, ...) is verboden in installaties. - Het nemen van foto's en het maken van filmopnamen is verboden. - Het binnenbrengen op de site en het gebruik van alcoholische dranken en drugs is verboden. - Geen werkzaamheden uitvoeren zonder werkvergunning van het bedrijf. - Het is verboden motorvoertuigen te parkeren onder de buizenbruggen. Voertuigen worden steeds volledig afgesloten en nooit onbeheerd achtergelaten met draaiende motor. - Aanwijzingen van security, brandweer en bedrijfs personeel moeten worden nageleefd. - Bij geactiveerde gasalarmborden de zones niet betreden/inrijden. 					
3. Persoonlijke beschermingsmiddelen in de installaties	helm beschermbril hoge veiligheidsschoenen lange mouwen/broekspijpen antistatisch				
<ul style="list-style-type: none"> - Het dragen van helm, beschermbril, hoge veiligheidsschoenen en kledij met lange mouwen en lange broekspijpen is verplicht. - Meld je onmiddellijk aan bij de persoon die je wenst te bezoeken, of in de controlekamer. Zij kunnen je wijzen op eventuele bedrijfsspecifieke voorschriften. 					
4. Gedragsregels tijdens los- en laadactiviteiten	helm beschermbril hoge veiligheidsschoenen lange mouwen/broekspijpen valbeveiliging antistatisch				
<ul style="list-style-type: none"> - Het dragen van helm, beschermbril, hoge veiligheidsschoenen en kledij met lange mouwen en lange broekspijpen is verplicht. - Meld je eerst aan bij de bedrijfsverantwoordelijke van het bedrijf waar je moet laden of lossen. - Volg de aanwijzingen van de bedrijfsverantwoordelijke op (opstelling aan laad- of losplaats, beschermkledij, veiligheidsregels, alarmsignalen, motor stilleggen, ...). - Blijf tijdens de los- en laadactiviteiten altijd in de omgeving van je voertuig. - Indien je op het voertuig moet klimmen (hoogte > 2 m), moet valbeveiliging gebruikt worden. - Eenmaal voorbij de uitgangcontrole moet het terrein effectief verlaten worden. 					

Met het verkrijgen van de toegang tot de industriële site waar Covestro NV / LANXESS nv / Xervon GmbH / Polymer Contractors NV / LBC-CEPSA Tank Terminals Antwerpen NV / FRX Polymers (Europe) NV / ARAMARK NV / Electrabel NV / Air Liquide Large Industry NV vestigingsseenheden hebben, verklaar ik mij akkoord met het feit dat deze toegang gebeurt op eigen risico, neem ik kennis van én schik ik mij naar alle geldende veiligheids- en beveiligingsvoorschriften en verklaar ik tevens, in voorkomend geval, vrijwillig de wettelijke uitgangscontroles te aanvaarden. Daarenboven stem ik in met de verwerking van mijn persoonsgegevens in het toegangscntrole- en aanwezigheidsregistratiesysteem van Covestro NV en dit voor security- en veiligheidsdoeleinden. De gegevens worden gedurende dit jaar en het ganse volgende jaar bewaard. Tot slot verklaar ik dat ik heb kennis genomen van de nadere toelichtingen van Covestro NV over privacy informatie die via een uithangbord worden gepubliceerd in het gebouw van de Centrale Ingang van de site 0 Antwerpen. Deze verklaring is geldig tot het einde van het kalenderjaar en daartoe zal ondergetekende verklaring dienen voor te leggen.

1. Date of signing

Datum : / / 20....

3. Signature employee

Naam en voornaam :
(in te vullen in drukletters)

2. Name & first name
(in CAPITAL LETTERS)

Handtekening :

versie januari 2020



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Annex 3 : Limosa-1 declaration.



Meldungsnachweis Limosa (Dokument L1)





Vorausgehende Meldung Arbeitnehmer



Meldung gesendet am 11/04/2017 09:01

Meldungsnummer -----

Beschäftigungsperiode 13/04/2017 - 22/12/2017

Arbeitnehmer

Identifizierung

Name		Vorname	
belgische Identifizierung			

Unternehmen

Identifizierung

MwSt.-Nummer	Name
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Adresse

Straße		Gemeinde	
Nummer		OB	
PLZ			
Land			

Belgischer Kunde

Identifizierung

Erkennungsnr.	Name	LANXESS NV	
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Adresse

Straße	SCHELDELAAN 420		
PLZ - Gemeinde	2040 - Antwerpen		

Arbeitsplatz

Baustelle

Name	Lanxess N.V		
Straße	Haven 507, Scheldelaan		
Nummer	420		
PLZ - Gemeinde	2040 - Antwerpen		

Smals | Limosa | Willebroekkaai 38 | BE 1000 Brüssel | Belgien
 Limosa Contact-Center: Tel: +32 2 788 51 57 (Montag bis Freitag 7 - 20 Uhr, GMT+1) | Fax: +32 2 788 51 58 | E-Mail: limosa@eranova.fgov.be

Dieses Formular weist nur die Angabe einer Limosa-Meldung nach und entbindet Sie nicht von anderen Verpflichtungen, die im Rahmen einer Dienstleistung und/oder Beschäftigung in Belgien gelten. Siehe www.limosa.be.

