

Procedure: *Werkvergunning* *Workpermits (EN)*

PROCEDURE-10211
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1. PURPOSE & SCOPE

This procedure applies to all high-risk activities carried out by contractors during temporary work and projects on the BASF location Napoleonsweg 151 and 152 in Nunhem, 's Gravenzande and Vrenken in Roggel. This procedure also applies to our own employees who:

- carry out high-risk activities outside of their normal routine tasks;
- enter a confined space;
- carry out hot work outside of an area specifically intended for that purpose;
- Material surface treatments.

No distinction is made between routine and non-routine contractor work. Contractors working on high-risk activities must possess a work permit at all times.

This procedure does not apply to Greenfield projects.

The Health, Safety & Environment department is responsible for overseeing the work permit process.

2. DEFINITIONS

Term	Description
APPLICANT	Own employee or contractor who requests to carry out high-risk activities.
Additional documents	Documents and forms that must be annexed to the work permit if the work permit alone does not adequately control the risks. Examples of additional documents are: Lifting Plan form, LOTOTO form, Hot Work form, TRA, and Confined Space form.
Contractor	A supplier of work, such as construction, maintenance, repair, and cleaning operations, that does not fall under the authority of Nunhems Netherlands BV.
Energy carriers	Energy carriers could be hazardous if the energy stored is suddenly released. Examples of energy carriers are: <ul style="list-style-type: none"> • electrical energy • compressed air • compressed fluid (hydraulics) • mechanical energy (spring force or gravity).
Greenfield project	Projects in which there are no interferences with existing infrastructures, either aboveground and underground, or existing processes or activities.
High-risk activities	<ol style="list-style-type: none"> 1. work in confined spaces 2. hot work 3. work on energy carriers 4. work with hazardous substances 5. work at heights 6. bridging of safety components 7. lifting and hoisting 8. excavation work 9. Surface treatments.
HOLDER	Manager or foreperson who is responsible for the actual implementation of the activities, as described in the work permit. The HOLDER can never be the same person as the ISSUER.
Job	A Job is the total of all work from start to finish within one work order, performed by one contractor.
Health, Safety & Environment department	Health, Safety, and Environment department within Nunhems Netherlands BV.
H&S Plan	A Health & Safety (H&S) Plan describes how a main contractor and any sub-contractors will work together and what safety measures they will take to ensure the safety of employees.
ISSUER	A designated, trained employee who issues a work permit to the HOLDER. By signing the permit, the ISSUER declares that a safe workplace, installation, or machine is being handed over to the HOLDER.
LOTOTO	Lock Out, Tag Out, Try Out.

	The process by which a machine/installation is switched off to remove process substances, secured against operation, and marked as out of service. The machine/installation is then tested to check whether it actually is depressurized/dry/isolated.
Own employees	Employees who work under the authority of Nunhems Netherlands BV, in accordance with Article 1 of the Dutch Occupational Health and Safety Act (<i>Arbowet</i>).
Poor weather conditions	Circumstances caused by the weather that could lead to an unsafe situation or damage to human health and/or the environment. Poor weather conditions are defined as: <ul style="list-style-type: none"> • sleet/snow/ice when working at height/on ceilings; • force 7 or higher on the Beaufort scale when working at height; • storm above and near the location; • extreme temperatures when working outdoors ($\leq -10^{\circ}\text{C}$ and $\geq 40^{\circ}\text{C}$).
PREPARER	A designated, trained employee who fills out the permit on the basis of the information obtained from the APPLICANT, RECEIVING DEPARTMENT, and HOLDER; point of contact for all parties involved in the work permit process.
RECEIVING DEPARTMENT	A designated, trained employee of the department where work is being carried out or that is the owner of an installation/machine; representatives have been appointed and have received instructions regarding the role of RECEIVING DEPARTMENT in the context of working with work permits.
Routine work	Repeated work carried out under similar conditions by own employees at least monthly.
SUPERVISOR	A designated, trained employee who oversees compliance with the work permit requirements by the HOLDER.
Task Risk Analysis (TRA)	Describes the work to be carried out ("tasks"), with the additional risks and the control measures to be taken in order to manage the risks.
TRA specialist	A designated, trained internal employee who is demonstrably an expert (by work experience or training) in drafting and reviewing TRAs.
TS	Technical Services.

3. REFERENCES

NA

4. RESPONSIBILITIES

	Process Step	PERMIT APPLICANT	PERMIT PREPARER	PERMIT ISSUER	PERMIT HOLDER	RECEIVING DEPARTMENT	SUPERVISOR
1	Request work permit	R/A	I		C		
2	Process work permit		R/A			C	
3	Prepare work permit		R/A	I		I	
4	Secure workplace/machine/installation		I			R/A	
5	Hand over workplace/machine/installation			R/A	I	C	
6	Carry out work				R/A		
7	Carry out supervision						R/A
8	Report completion			I	R/A		
9	Check workplace/machine/installation			R/A	C	C	
10	Evaluate		I	R/A	C		
11	Archive		R/A				

Responsible: The person who has to do it: The person responsible for executing the task to the required standard “doer”.

Accountable: The person who has to make sure it is done – the final decision maker. The person with yes/no authority.

Consulted: The person who must be consulted before a decision is taken. Person who must be “kept in the loop”. Two-way process of being informed and providing information back into the decision-making process.

Informed: The person who must be informed after a decision is taken. Must “keep them in picture” – one-way process.

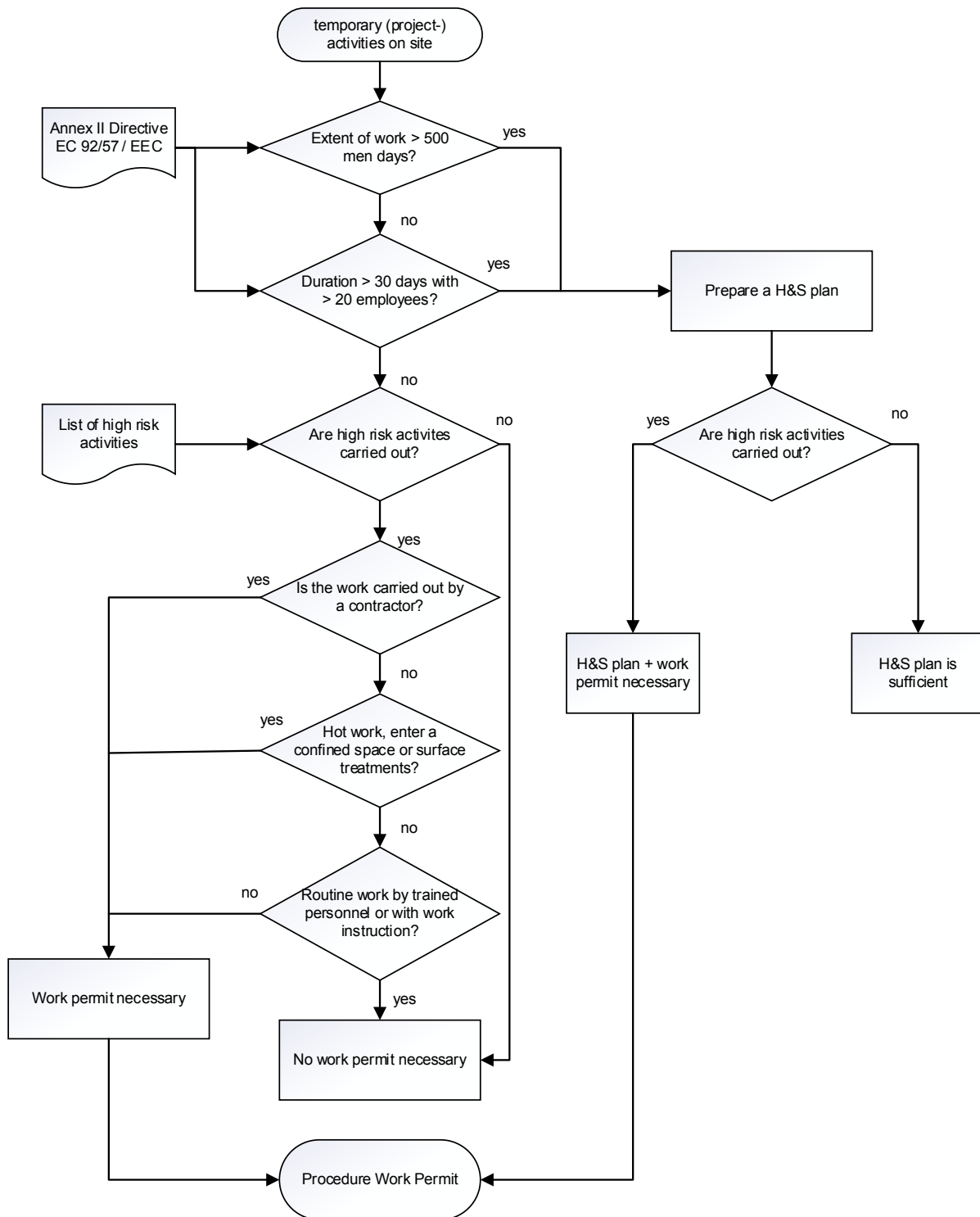
5. PROCESS

5.1. Determining the need to work with a work permit

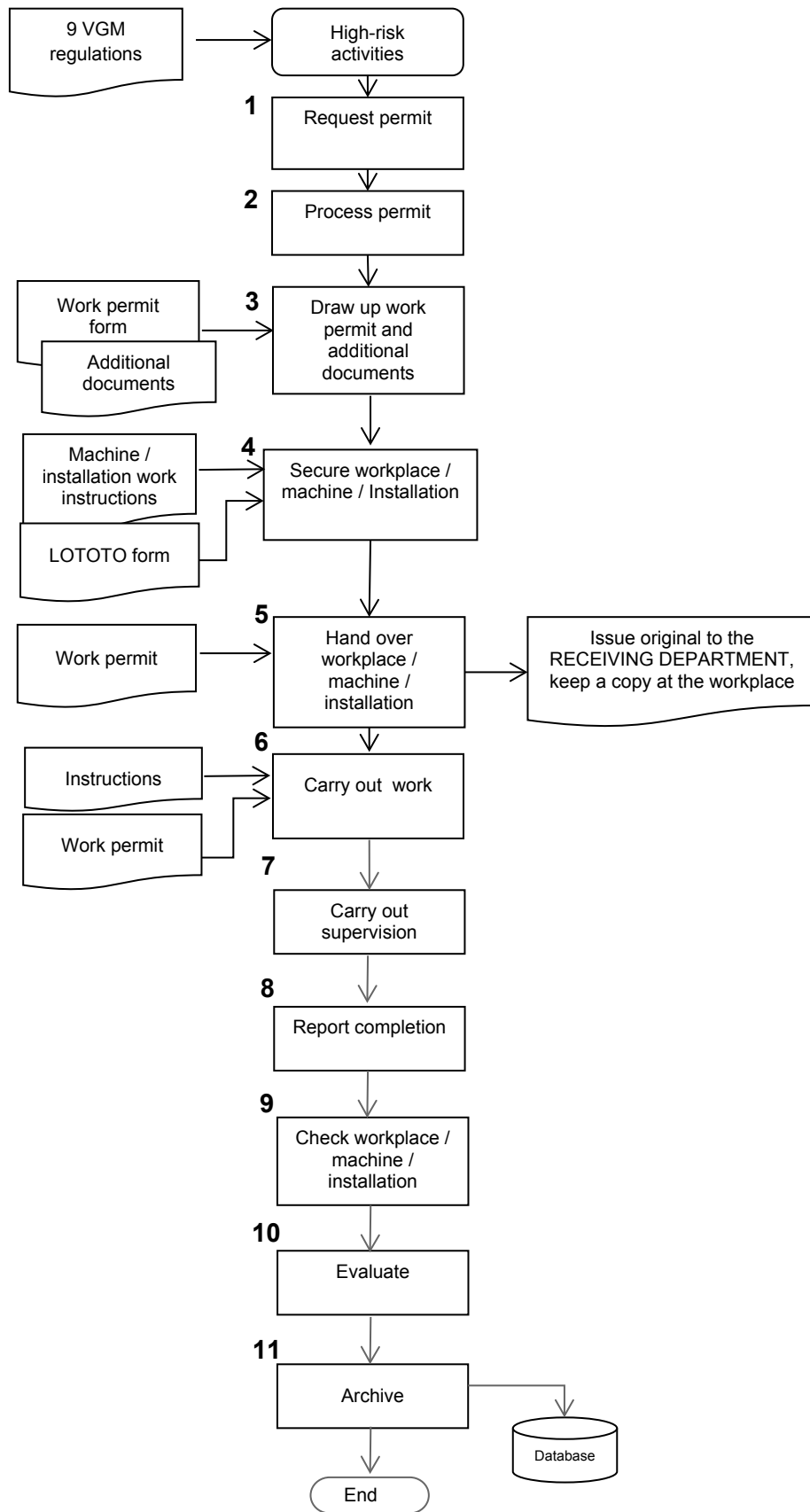
The first step in the process is to determine whether there is a need to work in accordance with an H&S Plan or a work permit. See the flow chart below. It is the responsibility of project manager, in consultation with Health, Safety & Environment, to determine whether a work permit or H&S Plan are needed.

If there is a need to work with a work permit, use the flow chart in section 5.2. If an H&S Plan is needed, see the Contractor Site Regulations.

If any work is performed that requires neither an H&S Plan nor a work permit, the Contractor Site Regulations still apply at all times.



5.2. Work permit flow chart



6. PROCEDURE

6.1. Requesting a permit (APPLICANT)

The permit APPLICANT (in consultation with the permit HOLDER) provides a clear and accurate description of the work, the risks, and the associated safety measures taken by the HOLDER.

Work that is subject to the permit, even preparation work, must not commence without a signed permit.

Work permit outside daytime hours:

Unplanned high-risk activities outside daytime hours should be avoided if possible. If, however, it is unexpectedly necessary and in the company's interests to carry out high-risk activities between 5 PM and 7 AM, the permit process applies as normal. A colleague from the emergency team will be called to fulfil the role of PREPARER, ISSUER, and RECEIVING DEPARTMENT, while the person carrying out the work will fulfil the role of APPLICANT and HOLDER.

6.2. Processing a permit (PREPARER)

The PREPARER prepares the work permit on the basis of the information provided by the APPLICANT in consultation with the RECEIVING DEPARTMENT and the HOLDER.

The PREPARER assesses the requested activities, the associated risks, and the proposed control measures to determine the need to draw up additional documents/forms, such as a TRA or LOTOTO form.

In consultation with the RECEIVING DEPARTMENT, the PREPARER determines what operational control measures should be taken by the RECEIVING DEPARTMENT in order to create a safe workplace.

If applicable, the RECEIVING DEPARTMENT will provide additional information, such as product information (MSDSs) to the PREPARER.

6.3. Drawing up a permit (PREPARER)

A work permit is issued per job. The duration of a work permit is maximum of one week, with no daily release is necessary, provide the following conditions are met:

- The same working method;
- The same person;
- Same environment/department.

The above is determined in advance by the PREPARER in consultation with the RECEIVING DEPARTMENT and the PROVIDER.

If the job is not done by the same person in the same environment/department and the same working method is carried out, the RECEIVING DEPARTMENT, PROVIDER and HOLDER sign the work permit every day.

The PREPARER fills out the work permit electronically, together with the required additional documents, and discusses this with the RECEIVING DEPARTMENT and ISSUER. The PREPARER then prints the work permit in duplicate (original and copy) and sends it to the ISSUER. The PREPARER discusses the content of the work permit with the ISSUER.

The contractor to which the work permit is issued is responsible for the ensuring of all employees and sub-contractors follow the safety regulations properly.

Work permit numbering

Work permit number: The work permits have a unique serial number system. This number is provided by the work permit preparer. To make a clear distinction making with the TOPdesk system is chosen to start with the sequence number first, then the month and finally the year. Example: 580 01 21.

TOPdesk notification: For all activities for which a work permit is required a report must be created in TOPdesk. TOPdesk always generates a unique number for a notification. The format of this number is year/month/serial number. Example: 18 01 01234

Routine activities: If a routine activity is to be carried out, a number is assigned to the operational activity in TOPdesk. The format of this number is operational activity (OA)/serial number. Example: OA 0123

6.4. Secure workplace/machine/installation (RECEIVING DEPARTMENT)

The RECEIVING DEPARTMENT is responsible for securing the workplace/machine/installation in accordance with the measures described in the work permit. The RECEIVING DEPARTMENT hands over the workplace to the HOLDER in a clean and safe condition, and provides additional instructions on the necessary measures, including on hygiene.

Appropriate and safe clothing/tools in consideration of the prescribed hygiene measures must be issued, if applicable.

6.5. Handing over the workplace/machine/installation (ISSUER)

The ISSUER receives the work permit from the PREPARER and discusses the content of the work permit with the HOLDER.

The ISSUER discusses the location-specific risks with the HOLDER, and together they manage the prescribed control measures.

If agreed, the work permit (original and copy) is ratified by all parties (RECEIVING DEPARTMENT, ISSUER, and HOLDER). The workplace/installation is then handed over to the HOLDER.

The RECEIVING DEPARTMENT retains the original and the HOLDER retains the copy. The copy of the work permit must always be present at the workplace, together with the additional documents, if applicable.

6.6. Carrying out the work (HOLDER)

The HOLDER discusses the content of the work permit and any additional documents with the employees carrying out the work. The HOLDER ensures that the work is performed properly in accordance with work permit and any additional documents.

The HOLDER makes sure that the copy of the work permit and any additional documents are present at the workplace.

If working with hazardous substances, the HOLDER must ensure that the most relevant MSDSs for these substances are present at the workplace.

If changes occur during the job, compared to the pre-agreed working conditions, the PREPARER must be re-involved in order to necessary to adjust the work permit.

Emergency

If an emergency occurs (incident, accident, or fire), the work permit is immediately revoked. The ISSUER and/or RECEIVING DEPARTMENT must inform the HOLDER of this. In the event of an emergency at the HOLDER's workplace, the HOLDER must raise the alarm and inform the ISSUER.

6.7. Carrying out supervision (SUPERVISOR)

The designated supervisor(s) (PREPARER, ISSUER, and RECEIVING DEPARTMENT) together oversee compliance with the permit requirements, as described in the work permit and the additional documents.

Supervision is further explained in the HSE regulation "Supervision" (Toezicht houden)

6.8. Reporting completion (HOLDER)

After completion of the work, the HOLDER must report to the ISSUER after which the work is checked.

6.9. Checking the workplace/machine/installation (ISSUER)

Once the work is complete, the ISSUER and, where applicable, the RECEIVING DEPARTMENT check the workplace/machine/installation, together with the HOLDER. Together they will remove the any physical safety measures installed. When agreed, the work permit (original and copy) is signed by the HOLDER and ISSUER to indicate that work is complete. The workplace/machine/installation is then handed back over to the ISSUER. The work permit (copy and original) is returned to the PREPARER at the end of the work.

6.10. Evaluating (ISSUER)

The ISSUER evaluates the work and reports back to the PREPARER. Any findings made during monitoring should be written down.

6.11. Archiving (PREPARER)

At the end of the work, the signed work permit (original and copy) is returned to the PREPARER.

The signed work permit, plus any additional documents, is scanned as a PDF and archived in the database. The original hard copy is archived in a file and retained for at least one calendar year.

7. PROCESS-RELATED DOCUMENTS

- 9 Health, Safety & Environment Regulations
- PROTOCOL-10238 Task Risk Analysis Protocol
- ANNEX- 10802 Contractor Site Regulations

8. VERSION HISTORY

Version	Date released	Reason
4	Sep 26, 2022	's Gravenzande toegevoegd in scope Sloopwerkzaamheden verwijderd uit de lijst VGM voorschriften
3	Aug 3, 2021	In flowchart 10 VGM voorschriften toegevoegd als input document
2	Jun 24, 2021	Review after evaluation
1	May 27, 2019	New document

