
	Instruction Access procedure RWE- EN	Instruction: I039-001
		Doc no: 2020-31111

Document information

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<ul style="list-style-type: none"> • Instruction transferred to new template • Periodic review • Chapter layout adjusted, appendices added • I101 sanctioning is now called "dealing with safety behaviour" • Youth/learners aged between 16 and 18 appointed • Magnum exception added, target instruction • List of related documents completed 				
Purpose instruction				
<p>Achieve that all persons wishing to enter a location of RWE Generation NL:</p> <ul style="list-style-type: none"> • Checked to be notified • Take note of the house rules of RWE Generation NL • Knowing how someone (can) be controlled • Can access the location for visits or work without unnecessary delays. <p>At WKC Swentibold, the local gate instructions of the respective chemical park apply. At WKC Magnum, the local access procedure applies</p>				
Related documents				
Type of document	Title			Code
Instruction	Safety certification for suppliers and staff			I020-001
Instruction	Safe handling of hazardous substances			I023-001
Instruction	Accompanying officials from government agencies			I026-000
Instruction	Conducting visitations			I028-001
Instruction	Policy on alcohol, drugs and medicines			I036-001

	Instruction Access procedure RWE-G-NL	Instruction: I039-001
		Doc no: 2020-31111

Instruction	Camera surveillance	I039-002
Instruction	Traffic rules	I039-006
Instruction	Dealing with safety behaviour	I101-000
Instruction	Personal Protective Equipment	I103-000

Forms:


F020-002, VCA certificate exemption

F039-003, Temporary exemption in case of urgent work

Table of contents


1.	Terminology & abbreviations.....	3
2.	House rules on access.....	4
3.	Definition visit/work.....	5
4.	General rules.....	5
5.	Privacy, General Data Protection Regulation (AVG) implementing law.....	7
6.	EU Posted Workers Act (WAGwEU).....	9
7.	Registration and access RWE employees	9
8.	Visitor access and excursions	10
9.	Access to site with motorised traffic	11
10.	Driver access	12
11.	Access competent authority and emergency responders	13
12.	Special authorisations access card.....	13
13.	Completion schedule documents.....	15
14.	Walk-off schedule visitors/drivers.....	16

Annex 1, Registration service	17
Annex 2, Youth/learners between 16 and 18 years of age	20
Annex 3, Responsibilities and control in the chain reporting WAGwEU.....	21

	Instruction Access procedure RWE-G-NL	Instruction: 1039-001
		Doc no: 2020-31111

1. Terminology & abbreviations

Abbreviation/term	Meaning
A1	Social security contribution remittance statement
Registration service	Online service for employers to register their own staff for access to
AVG	General Data Protection Regulation
AWR	General State Tax Act
RWE Backoffice	Administration which processes data in the registration service
Blue zone	Marking of zone within which it is mandatory to wear Personal
Data Protection Officer	Data protection officer
Flyer	Safety information leaflet
ISPS	International Ship & Port facility Security
IV	Installation responsible
Live Saving Rule(s)	Life-saving rules
PPE	Personal protective equipment
Gate instruction	Safety instruction for Access RWE-G-NL production sites
Gate registration	System for recording attendance at RWE-G-NL production sites
SAP ZUKO	SAP Access Control application
SCC	Sicherheits Zertifikat Kontraktoren
SVB	Social Insurance Bank
TL W	Mechanical engineering team leader
VCA	Safety Checklist for Contractors
WAGwEU	Law on Working Conditions of Posted Workers in the European Union
RWE-G-NL	RWE Generation Netherlands
BHR	Fire auxiliary residues (Brand Hulp Reststoffen)
TRS	Access Registration System

	Instruction Access procedure RWE-NL	Instruction: I039-001
		Doc no: 2020-31111

2. House rules on access

RWE Generation NL, hereinafter RWE-NL, applies a strict access policy to its locations. An online Registration Service is used for this purpose. In addition, when access is granted, certain rights are granted and obligations are explained.

For access to the property, a valid security gate instruction must be followed.

Access to RWE-NL sites involves working in accordance with agreed house rules and procedures/instructions. Anyone seeking access to any of RWE's sites must be aware of these.


To this end, RWE-NL distributes a gate instruction flyer containing a map of the site and a summary of the main Live Saving Rules.

The [RWE HSE Contractor Safety site](#) contains the most up-to-date procedures / instructions and other additional HSE rules.

RWE-NL maintains a car-free policy at its sites. Only a limited number of vehicles are allowed on the sites. See chapter 9, access to site with motorised traffic. Traffic rules are issued by security in the form safety leaflet to drivers with vehicles accessing the site.

RWE-NL has a sanctioning policy for deliberate deviation from key rules. (I101-000, dealing with safety behaviour)

RWE-NL uses cameras for e.g. video surveillance at its production sites. For this purpose, signs with a camera pictogram have been placed at all site entrances as a warning. In accordance with the AVG, a Camera Policy has been drawn up for this camera use. (I039-002, camera surveillance).

	Instruction Access procedure RWE-NL	Instruction: I039-001
		Doc no: 2020-31111

3. Definition visit/work

The registration procedure distinguishes between work (working), visits and excursions. This partly determines type of notification and whether the gate instruction must be followed, what requirements are set and what data are recorded. Below are some frameworks:

Visit	The presence of a person at a location in office buildings to attend meetings, seminars, negotiation talks, take theory lessons or drop off or pick up goods in a <u>non</u> PPE area.
Labour	Performing work in or near the installations, buildings or workplaces where there are any kind of risks that could cause injury to a worker, or work is performed that is based on a contract.
Excursions	Excursions are (educational) tours <u>guided by</u> an RWE employee. The instruction I103-000 PPE describes additional rules regarding PPE use during excursions.

Note: Recording work, surveying, visiting a workplace/workshop in PPE area falls under **labour** and is therefore subject to the applicable notification procedure and PPE regime for it.

Note: Delivery or collection of items such as, for example, an aerial platform, tools and or materials within the PPE area fall under horizontal transport. There is a special instruction/flyer for drivers for this, see also chapter 10, driver access.

4. General rules

Each person on a RWE-NL site must have a valid access pass. This access pass is issued by name and is strictly personal.


In order to receive an access pass, the notification application must be registered in RWE's Notification Service (aanmeldservice) **at least three working days before commencement of work**. Appendix 1, Notification Service (aanmeld service), describes in detail:

- Adding new firms to notification service
- Registration and access contractor employees (contract pass)
- Pick up access pass employees external employers.

To obtain an access pass, one must sign in properly and identification is required. (Identification for permanent pass / identification for visitor pass). To work, identification is required with a **valid Passport or ID card**, a driving licence is **not** sufficient due to the inability to establish Nationality.

Youth/learners between the ages of 16 and 18 may perform non-risky work under strict conditions. For additional requirements, **see Annex 2, Youth/apprentice workers between 16 and 18 years of age**.

If they are on site for more than four weeks, they should be in possession of a VCA basic certificate after four weeks at the latest. Certificate should be uploaded in the application service.

	Instruction Access procedure RWE-G-NL	Instruction: 1039-001
		Doc no: 2020-31111

Youth/learners should always work under adequate supervision.


For independent entry, there is an age limit of at least 18 years.

The following rules apply when using an RWE access pass:

- It is forbidden to let another person enter with your pass
- If an access pass is forgotten, a replacement pass can be issued for a maximum of one week. Exceptions will be considered individually
- The access pass remains the property of RWE
- If an access pass is lost, this must be reported immediately to a security service of RWE-G-NL and the lost access pass will be blocked immediately. The access pass must be returned after its validity date within four weeks (or renewed on time), otherwise RWE can impose a fine of € 150 for this, to be paid by the notifying employer within two months
- At the request of a security officer, a person must also be able to identify himself on site with an access pass in combination with his passport/identity card. If refused, the person will be denied access
- The access pass must be worn visibly. If the performance of the work does not permit this or the work is dangerous, the pass should be stowed safely in the work clothing or worn under the outer clothing; it should then be worn visibly again at the end of the risky work
- An access pass will be blocked if it has not been used for two months. Re-activation can be done at the security department in consultation with the RWE contact.

Gate instruction:

- Any person coming to perform labour on RWE-G-NL's installation(s) must have seen the gate instruction and complete the corresponding test with satisfactory results. (Field trip participants excluded).
- If one fails the test (3 resits), access to the facilities cannot be granted.
- The gate instruction test may not be made with the help of others and is offered in 20 languages (sanctioning of both will follow). RWE is actively monitoring this.
- Validity of the gate instruction is one year.
- Gate instructions from all other RWE-G-NL locations that are stamped in the security passport (or automatically via SAP from the other location) will also be recognised as valid until the relevant validity date.

	Instruction Access procedure RWE-NL	Instruction: 1039-001
		Doc no: 2020-31111

Access to the sites may be refused if one does not comply with the set conditions. Likewise, access may be refused if the sanctions policy (Instruction 101, dealing with safety behaviour) is in force. Expiry of the validity of the following documents will result in the blocking of access to all RWE-NL locations:

- Gate instruction
- VCA certificate
- EU/EEA passport/ID
- Passport and Dutch residence permit showing labour free.
- Passport and Dutch residence permit with a TWV.
- Passport with a GVVA (combined residence and work permit) issued for a specific employer.
- Passport with EU/EEA residence permit with work free.
- Passport with EU/EEA residence permit with EU/EEA work permit issued for specific profession and employer.
- Validity of notification on WAGwEU
- A1 statement

When some documents expire, it may take some time before a new document is provided. One should then upload at least an application of the document in question in the application service. This can be used to grant temporary access.

5. Privacy, General Data Protection Regulation (AVG) implementing law

Within the framework of the General Data Protection Regulation and the Data Protection Implementation Act, RWE-NL uses a WEB-based Registration Service linked to an access control system.

The above registration systems find justification within the AVG in the Legal basis from Section 15 of the Working Conditions Act being the obligation to be able to alarm and evacuate all employees and visitors present on the premises.


In addition, the Legal basis lies within the Tax Legislation in relation to demonstrability of tax documents in section 52 (4) Algemene wet inzake rijksbelastingen (AWR) with a retention period of seven years after termination of contract.

In the Application Service, the employer must agree to the Terms and Conditions below for each authorised applicant:

Use of the RWE Registration Service for the purpose of access control and the information obligation under the AVG thereon by the contractor to its own staff.

If a contractor, being the employer paying the wages, has its staff working at one of the RWE-NL sites, it must register these persons via the digital RWE Registration Service.

The contractor has received a special certificate (login account) from RWE for the digital application service. In the digital application service, the contractor uploads the required employee data. Further information can be found in the instruction on [working with the application service](#).

	Instruction Access procedure RWE-NL	Instruction: I039-001
		Doc no: 2020-31111

The contractor is responsible for ensuring that the management and provision of their employees' data complies with the General Data Protection Regulation (GDPR).

The contractor must inform the employees about the content and method of processing their data in the RWE registration service. The consequences of non-compliance with this regulation will be for the contractor, any fine that will be imposed on RWE as a result of such non-compliance by the contractor will be recovered from the contractor.

The employee is free to request RWE to remove this data from the notification services, however, this will then also deny access to the premises of the RWE-NL site. At the end of the contractual relationship between RWE and the contractor, the contractor must request RWE to remove the files of its notified employees from the notification services.

Following this request, the actual deletion of the file from the RWE sign-in service will not take place until the applicable statutory retention period has expired. This also applies to the gate registration associated with the employee.


Before receiving an access pass, the contractor employee himself signs a form, in which he/she personally agrees to RWE's practices/conditions regarding storage and processing of personal data in relation to the AVG.

Protection of personal data uploaded in the Sign-up Service by the employer

Only the necessary and legally permissible data are stored in accordance with European rules on privacy, laid down in the AVG. Technical and organisational measures are in place to protect personal data within RWE from improper use by:

- Data minimisation, purpose use restrictions, data storage restrictions
- Privacy-friendly default settings
- Encryption
- Access rights
- A Data Protection Officer to whom you can report if you feel that personal data / AVG should be handled better by RWE-NL
- From now on, the employer who pays the employee's salary will do the registration itself directly. This prevents RWE-NL from allowing others to inspect personal data of registered persons. This also means that a notifier does not unnecessarily circulate the data by e-mail (or distribute it in paper form) to third parties and/or RWE.
- RWE will never make confidential data available to third parties.

In special cases, e.g. "Open Days", access will be arranged differently in consultation with the Plant Manager of the relevant location.

	Instruction Access procedure RWE-G-NL	Instruction: 1039-001
		Doc no: 2020-31111

6. EU Posted Workers Act (WAGwEU)

Foreign employers (service providers) and reportable self-employed persons from the EEA, from Switzerland or England who come to work in the Netherlands temporarily must report their arrival in advance in the Dutch [online reporting desk](#). The arrival of all seconded employees must also be reported in advance.

As a client/principal (service recipient), you are obliged to check whether notification has been made and whether the notification is correct. You will receive notification when the foreign employer or self-employed person has reported their arrival. You can view and check the notification online. This notification contains the details of the self-employed person or company and the employees coming to work for you, the address of the workplace, a description of the work and how long it will last. If the notification contains inaccuracies, you must report them to the [online notification desk](#).

Subcontractor

If the foreign company or self-employed person hires a third party to carry out (part of the) work at your premises in the Netherlands, this is subcontracting.

The foreign employer or self-employed person is a service recipient at that time. The third company reports to the WAGwEU reporting office its own arrival and that of its staff, and the foreign employer or self-employed person checks the WAGwEU reporting of its subcontractor.

Note: The service provider must have all documents (pay slips and employment contract) available at the workplace and must have a contact person present at the work location.

Annex 3, Responsibilities and control in the chain hotline WAGwEU, further explains the responsibilities and what control on which.

7. Registration and access RWE employees


This only applies to RWE employees

All RWE-G-NL and RWE employees basic personal data are registered in SAP HRM FP3 and receive an "employee pass" upon entry into service. In Eemshaven, RWE and third-party employees are all registered in SAP ZUKO RP1.

Mandatory training (e.g. VCA) is hereby stored differently from contractors in other systems. Idem with regard to social insurance. This allows simplified registration for an access pass, data control lies with other departments (and the internal manager) and not with security.

A new employee is announced by his/her supervisor, HRM or secretariat to security by e-mail. Security creates an employee card on this basis.

An external employee (seconded) who does work for RWE-G-NL must be registered via the registration service.

	Instruction Access procedure RWE-G-NL	Instruction: 1039-001
		Doc no: 2020-31111

8. Visitor access and excursions

Definition visitor, labour (working), excursion, see chapter 3.

Visitor:

If someone is allowed to enter a RWE-G-NL location as a visitor, they must be registered in advance. Register visitor by phone or preferably by e-mail with security:

- Name
- Date of birth
- Visit date and time
- Contact person RWE and reason for visit.

(From AVG point of view, this information is explainable because only with this can it be verified that it concerns the actual person)

Note: Access for the Eemshaven port facility requires identification.

- Pass will be made valid for 1 day
- Legitimate identification at security on arrival
- Contact person (or competent substitute) is informed that visit has arrived
- New visitors are picked up by default
- Known visitors to office environment may walk there themselves.


All visitors receive a "visitor's pass" for the day of the visit. Upon departure, the pass must be handed in. A contact person of visitors is always known and present at the relevant location.

The minimum age for visitors is 12 years, if accompanied by an adult.

Visitors and the RWE employee(s) accompanying the visit are required to wear proper PPE in PPE area (blue zone) as per 1103-000, personal protective equipment.

Excursions:

- On a field trip request, the field trip conditions are sent to the applicant
- The maximum number of participants per excursion leader is 15 people
- For participants under 18 years of age, at least one adult for every five participants must always be present
- In the case of primary school groups, the age limit is group eight provided there is adequate supervision as stated above
- The excursion leader is responsible for ensuring that all participants comply with the applicable access rules
- During overhauls and short stops, no excursions are allowed in principle.
- No access passes will be issued to excursion participants. Access will be recorded with an overview list. The security and/or excursion leader may carry out random checks on identity documents.
- The list of participants will be mailed to security in a timely manner

	Instruction Access procedure RWE-NL	Instruction: I039-001
		Doc no: 2020-31111

- The excursion leader, in consultation with security, ensures correctness of list by checking for persons present.

NB. Security must always know which people are on site in case of emergencies, so any discrepancies (people staying at home and/or extra participants) must **always be reported before the tour starts!**

- Excursion leader reports the group back to security
- The excursion list will be destroyed after a week.

The plant manager is authorised to lay down further rules regarding access on excursions from time to time.

Instruction I103-000 PPE describes additional rules regarding PPE use during excursions.


9. Access to site with motorised traffic

There is a car-free policy at RWE-NL because of the risks of accidents like colliding with pedestrians/cyclists, too many cars on site can lead to chaos with parking and also increases a theft risk.

Rules/methods of operation (may vary in detail by location):

- Persons with a drive-in/parking pass will receive barrier clearance on their access pass.
 - The contact person of the contractor will contact the contact person RWE for this purpose about obtaining permission
- The vehicle's entry/parking card must always be compulsorily visible under the front
- When entering or leaving the premises with several people in a vehicle, each must use the card reader separately, using their own access pass. The co-drivers should get out of the vehicle and use the card reader of pedestrian access at the security lodge
- Parking only in spaces that do not interfere, use the fixed parking spaces as much as possible
- The contractor will also provide bicycles so that a suitable alternative is available to encourage car-free policies
- Commercial vehicles are not intended for transporting people
- Dutch **road traffic regulations apply** on the site with some additional strict site requirements such as, among others: maximum speed on the site (indicated locally by traffic signs), dipped headlights on, no holding a phone. See I039-006, traffic regulations, for further explanation

Violation of all applicable traffic rules may affect individual entry rights (period), multiple violations may affect the entire firm.

	Instruction Access procedure RWE-G-NL	Instruction: 1039-001
		Doc no: 2020-31111

10. Driver access

Drivers should always identify themselves to security before entry with at least a valid driving licence.

Goods transport and postal and parcel services

- A specific access authorisation (barrier clearance) will be provided for delivery and collection of goods and performance of services if necessary, at the discretion of the site. (No forklift or crane may be present on the vehicle, only horizontal transport).
- Get a courier pass in firm's name.
- Get Flyer safety rules for truck drivers actively explained
 - PPE use depends on blue zone or not, but for risky discharges always use relevant PPE, even outside the blue zone. Think dust in eyes, falling objects, forklift use, sharp objects/edges, ...

Trucks with fuels / auxiliary materials (chemicals) / residues

- Get normal access pass contractors by name (i.e. as per sign-on service).
- So watch the entire (abridged) safety film first time (because come at/in installations).
- Get Flyer safety rules for truck drivers actively explained
 - All standard PPE within blue zone.
 - For risky discharges, always use relevant additional PPE.


Think about:

- Working in accordance with local working instructions of relevant installation
- Issuing and checking waybills / registration of goods in consultation with BHR
- Transport tankers carrying hazardous substances always under the supervision of an RWE expert or on its behalf from gate to plant and back. See further 1023-001, safe handling of hazardous substances.

Crane trucks

- Get normal access pass contractors by name (i.e. in accordance with registration service)
- So watch the gate instruction first time and take the test
- Get Flyer safety rules for truck drivers actively explained
- Control crane book by on-call contact.

Note: For the Eemshaven site, a lifting plan must always be available for checking stamping pressures for the specific terrain ground loads.

	Instruction Access procedure RWE-NL	Instruction: 1039-001
		Doc no: 2020-31111

11. Access competent authority and emergency responders

Access to the sites cannot be denied on legal grounds to authorised authorities who can identify and make themselves known as investigating officers, supervisors/law enforcers from the police, Dutch Labour Inspectorate (NLA), Rijkswaterstaat, Province, Municipality, Competition Authority or otherwise.

- Competent authority reports to main gate
- Security checks for legitimation and creates visitor pass
- Security seeks appropriate contact for guidance
 - TL Operations duty officer on duty, who catches and supervises the investigating officer
these, if necessary he will be assisted by a specialist from RWE;

Competent authority should wear at least the following PPE in PPE mandatory area (blue zone):

- Safety helmet
- Body-covering clothing
- Safety glasses
- Safety shoes

Emergency services such as fire brigade, police and ambulances will have free access in case of emergencies. They will be accommodated or escorted to the incident site if necessary.

For further instructions on guidance, see 1026-000, Guiding officials of government agencies.


12. Special authorisations access card

In addition to the basic authorisations for the turnstiles, special additional rights can be added on the access card by security, by order of the responsible department. For the time being, these are separate and location-specific practices. These include:

- Access to E-rooms (via permission IV'er)
- Access facility spaces (via manager spaces)
- Keys (via rooms manager)
- ISPS areas (Seaport)

Application for access to special rooms:

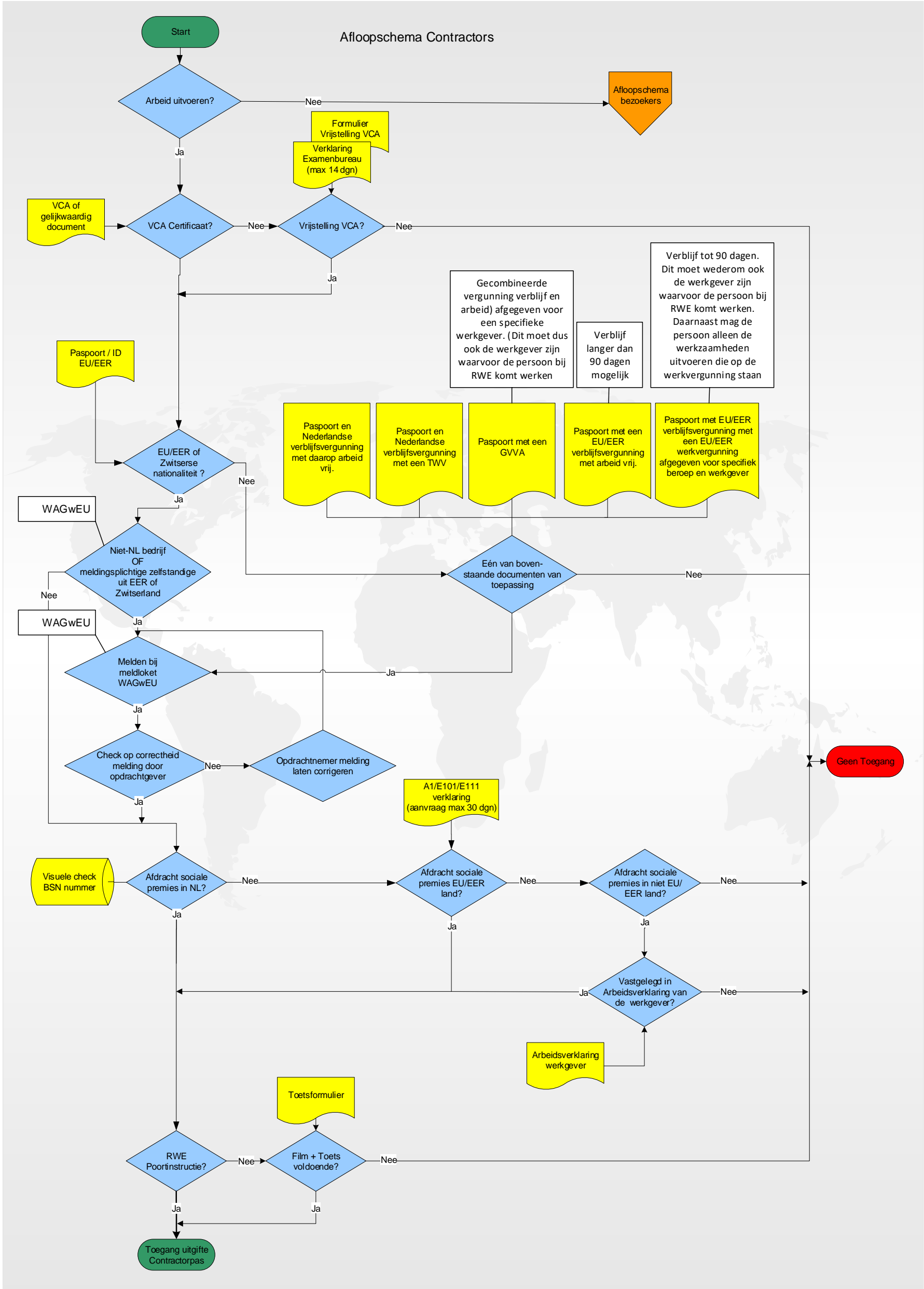
- RWE-NL manager sends an e-mail with a request for additional authorisation "special rooms" to the manager of the room (E-spaces: Installation manager. Warehouses etc. TL Maintenance W). This can be either for a (new) RWE-NL employee or a third-party employee.
- Special Areas Administrator reviews the application. By way of permission, forwards the application to the Security Department
- Security / Administrator TRS enters the additional authorisation in the Access Registration System and files the request in the relevant folder.

	Instruction Access procedure RWE-G-NL	Instruction: 1039-001
		Doc no: 2020-31111

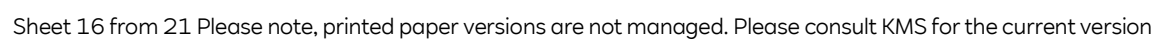
Deviations / peculiarities / other game rules:


- External Borrowers are registered in SAP ZUKO/TOCO. They also have a personnel number from RWE-G-NL. Nevertheless, they receive a "contractor pass" in order to monitor their necessary documents via the digital file in the registration service (access registration system).
- Apprentices over 16 under 18 are always under the guidance of his/her mentor, see also annex 2, youth/apprentices between 16 and 18.
- Employees of RWE Germany/England can obtain rights to access a site with their RWE access pass.

13. Completion schedule documents



Afloopschema Bezoekers/chauffeurs
Versie 3: 03-01-2017



	Instruction Access procedure RWE- EN	Instruction: I039-001
		Doc no: 2020-31111

Annex 1, Registration service

In order to use the online RWE Registration Service, access to the Registration Service must be granted in a structured manner. How this works is explained below. Also available is an instruction on [how to work with the Registration Service](#).

RWE contact

An RWE employee or an employee of a framework contractor working at our site who calls in a service gives their email address and phone number to the contracted company.

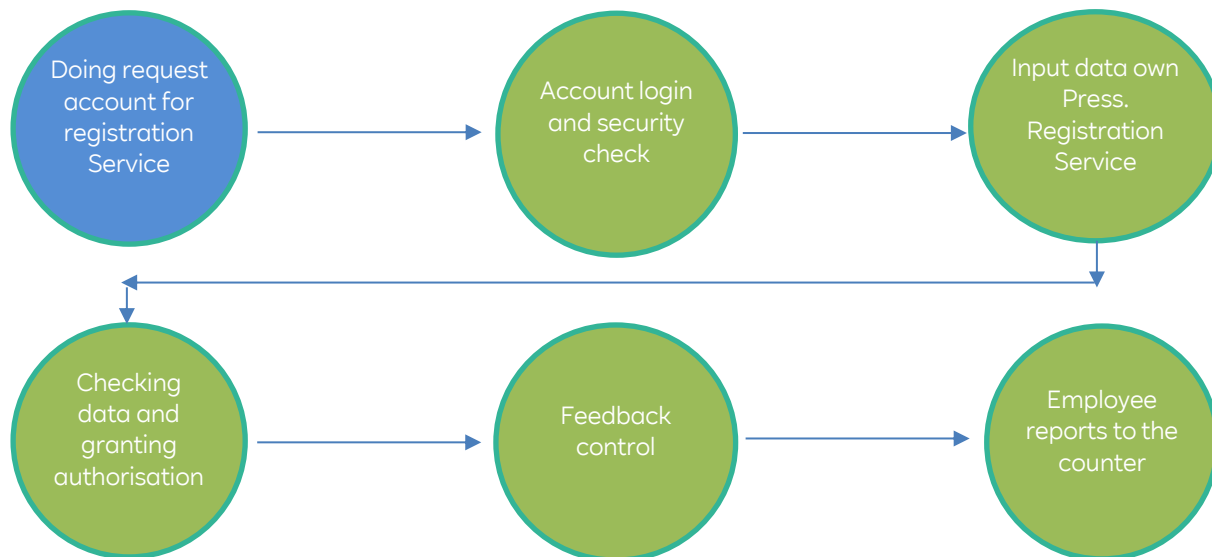
This RWE employee or framework contractor employee are then officially the (RWE) contact person.

This contact person is responsible for guiding new employers through the RWE Sign-up Service. For this purpose, the document "Working with the sign-up service" is available on the HS&S Tile Access Policy.

If the application is approved or rejected by the RWE Backoffice, the contact person will receive an email confirmation of this.


The Employer paying the salary should make the notification of their own staff.

To apply for authorisation to work with the login service, they follow the following steps:



Important ground rules here:

Any main contractor which puts subcontractors/employers to work under them, should inform them of the duty to notify their own employees, after all, they are the employer paying the wages.

	Instruction Access procedure RWE-G-NL	Instruction: I039-001
		Doc no: 2020-31111

The main contractor retains overall responsibility for smooth notifications from underlying hired employers. RWE retains the right to reject people who are not properly and fully notified in time.

Changes of company name of the employer, should be communicated to the RWE Back-office.

Registration and access contractor employees (contract pass)

A notification application must be submitted to RWE for approval **at least three working days before the start of work**. *Is this not possible? See Emergency notification procedure, page 19.*

Access pass application for employee contractor


1. The **Notifier** notifies new contractor employee in RWE notification service.
 - The correct employer details are filled in automatically
2. It then indicates which location and period someone will be working for
3. Then some minimum necessary personal data are entered, in accordance with valid identification (in possession of employer)
 - The minimum age for employees of contractors is 18 years. (For youth/apprentice workers between 16 and 18 years, see Annex 2.
 - A copy of identification is no longer made or stored in the Registration Service, but must be shown when collecting the access card. Only the validity date will be copied. The access card is then automatically blocked when the identification document has expired.
4. Furthermore, a valid safety training VCA/SCC or approved waiver is requested (see I020-001 safety certification suppliers and personnel) for applicable rules/requirements)
5. Depending on country of origin, additional data will be requested:
 - Valid Employment, residence permit (depending on country of origin)
 - Valid social insurance (depending on country of origin)
6. One can also indicate whether a valid RWE-G-NL gate instruction has already been followed elsewhere at another location (demonstrable on site in the safety passport / printout). If not, the safety instruction + test will automatically be given locally on arrival.
7. Confirmation follows by automatically generated e-mail to the Notifier and RWE contact person, after **file approval** by RWE Backoffice.

The Notifier then informs the relevant employee of his/her employer about when he/she may report to the security lodge at the RWE site.

He also informs him/her that a valid ID/passport (**no driving licence**) must be shown.

Collecting access pass employees external employers

1. Notified employee reports to security and identifies himself with valid ID (**no driving licence**)
2. Security already has all data available through automatic linking
3. Creates the pass and gives pass to employee
4. Employee follows (mandatory) gate instruction including test. Security checks the result of the completed test. If result is unsatisfactory, follow gate instruction again. (maximum 3 times test)
5. Employee lets security authorise pass
6. Security alerts a contact person known locally to both parties, who picks up the employee the first time and guides / further guides them.

	Instruction Access procedure RWEG-NL	Instruction: 1039-001
		Doc no: 2020-31111

Note: This does not necessarily have to be the Client/Contact chosen in the registration service.


In case of necessary entry to remotely monitored locations such as Moerdijk and Linne by the security service, one must be in possession of an access pass in advance. This can be collected at Amercentrale in Geertruidenberg for location Moerdijk and Clauscentrale in Maasbracht for location Linne.

Emergency application procedure

If, due to business interests, a contractor must urgently carry out a job at RWEG-NL and the three working days' prior notification is not possible as a result, the following procedure applies:

1. The TL Business Operations on duty authorises access on behalf of the branch manager by calling the name of the person/firm to the security service. This permission should be granted in writing using document F039-003, temporary waiver documents in case of urgent work. Document should be mailed to security.
The security service officer enters the name of the firm and the name of the contact person in an Excel file "Report exceptions access to location X".
2. The employer should then still register the person in the registration service within 3 days.
3. The list of exceptions is submitted by the security department to the site MT on a monthly basis.

Note: One does need to bring their own proper valid papers (identification, VCA, residence permit, social insurance).

	Instruction Access procedure RWEG-NL	Instruction: 1039-001
		Doc no: 2020-31111

Annex 2, Youth/learners between 16 and 18 years of age

It may happen that a contractor also uses so-called student mechanics (young people between 16 and 18) during work. These employees have not yet reached the age of 18 and therefore fall under a so-called risk group according to the Working Conditions Act.

At a minimum, the following applies to this:

Before the start of the work, the contractor must make it known what the juvenile's activities are and how and by whom supervision is arranged during the implementation phase. This must be made known to RWE's contact person. RWE Generation NL will formally grant/not grant permission to the contractor to work with juveniles on this basis.


Furthermore, at a minimum, the following applies:

- Juveniles should not work without adequate supervision
- Juveniles should not work with hazardous substances
- If the youth performs work for more than four weeks, he or she must hold a VCA basic diploma after these four weeks
- High-risk work requiring a TRA should not be carried out by juveniles
- Work in confined spaces must not be carried out by juveniles
- Working in places with noise: daily contact with noise must be below 85 decibels on average. Even with hearing protectors, noise should not reach this limit.

Working hours for young people aged between 16 and 18:

- No night work
- Maximum 9 hours per shift
- Maximum 44 hours per week
- Maximum 40 hours per 4 weeks

Detailed information on work and rest times for young people can be found in the Working Hours Act

	Instruction Access procedure RWE-G-NL	Instruction: 1039-001
		Doc no: 2020-31111

Annex 3, Responsibilities and control in the chain reporting WAGwEU

1. Principal and contractor:

RWE commissions a non-Dutch company or self-employed person to work at one of its Dutch production sites

RWE Backoffice of the notification service receives an email from RWE procurement which foreign company has been contracted for which period.

Contracted by RWE Contractor enters in Meldloket WAGwEU the data of its: -

RWE Principal

- Own Company and employees.

RWE back office receives via special mail from WAGwEU Meldloket (www.postedworkers.nl)

RWE verifies the content of the notification from the RWE contracted Contractor

RWE approves or disapproves notification in Notification Counter WAGwEU. If disapproved, it has its subcontractor correct the WAGwEU notification.

2. Contractor and Sub-subcontractor:

Subcontractor of RWE contracted Contractor

The sub-subcontractor of the Contractor contracted by RWE enters the details of its: -

Principal

- Own Company and employees.

(now client of subcontractor) receives mail from the WAGwEU Reporting Office of his subcontractor's notification":

- o Client checks the content of its subcontractor's report.
- o Principal approves or rejects notification in Notification Counter WAGwEU. If disapproved, it has its subcontractor correct the WAGwEU notification.

3. Sub-subcontractor and sub-sub-sub-subcontractor:

Sub -Sub -subcontractor of Sub-subcontractor of RWE contracted Contractor

The Sub -Sub-subcontractor of the Contractor contracted by RWE enters the details of its: -

Principal

- Own Company and employees.

Sub-subcontractor , now client of the sub-sub-subcontractor, receives mail from the WAGwEU Notification Centre of its subcontractor's notification":

- o Client checks the content of its subcontractor's report.
- o Principal approves or rejects notification in Notification Counter WAGwEU. If disapproved, it has its subcontractor correct the WAGwEU notification.

Burden of proof KETEN Meldloket WAGwEU (1,2,3)

The RWE contracted contractor collects the copies of the Meldloket WAGwEU email to its subcontractors from the underlying chain. These emails should be uploaded into the notification service by the contractor contact person. Service provider must have all documents (Pay slips and employment contract) available at the workplace and must have a contact person present at the work site.