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RWE GCC NL Access Procedure

Scope	RWE Generation NL
Department	Health, Safety & Security (GES-C)
Valid until	29-09-2023

Document information

Version	Version date	Authorised by
3.4	29-09-2020	Manager Health, Safety and Security - R. Kamst
Revisions compared to previous version		
<ul style="list-style-type: none"> • GDPR policy incorporated; • Integration of Powerplant Eemshaven in RWE GCC online registration service; • Employment Conditions for Posted Workers in the European Union Act (WAGwEU) working method added; • Decision made for the employer that pays the wages to be responsible for registration from now on. Registration service and working method have been adjusted for this; • Working method for visitor lists for excursions revised; • Photo no longer needed on access card; • Definition of visitor vs. worker fine-tuned and standardised; • Entry card agreements fine-tuned and standardised; • Emergency procedure criteria fine-tuned and standardised; • Method of accessing Moerdijk site if security lodge is unmanned; • Obligations for employees of Croatian Nationality no longer applies as of 1 July 2018. 		
Purpose of instruction		
<p>To ensure that all persons that need to enter an RWE GCC NL location* meet the requirements for access and are informed about the RWE GCC Safety Policy and rules of conduct.</p> <p>Other objectives</p> <ul style="list-style-type: none"> • Presence of all persons on the RWE terrain is known in case of an emergency; • Compliancy with legislation and regulations. 		

**) For WKC Swentibold (Geleen), the local Chemelot Industry Park gate instructions apply in order to obtain access*

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Terminology and acronyms

Term or acronym	Description/Meaning
A1	Statement of contribution for social insurance premium
Registration service	Online service for employers to register their own personnel for Access to RWE GCC NL production locations
GDPR	General Data Protection Regulation
AWR	Algemene Wet inzake Rijksbelasting (Dutch General Tax Act)
RWE Back office	Administration in which data are processed for the Registration service
Blue zone	Markings for the zones within which wearing personal protective equipment is mandatory
Data Protection Officer	Official in charge of data protection
Leaflet	Safety information leaflet
ISPS	International Ship & Port Facility Security
IR	Person responsible for the installation
PPE	Personal protective equipment
Gate instruction	Safety briefing for access to RWE GCC NL production locations
Gate registration	System for registering presence at RWE GCC NL production locations
SAP ZUKO	SAP access registration application
SCC	Safety Certificate for Contractors
SVB	Sociale Verzekeringsbank (Social Insurance Bank)
TL W	Team Leader Werktuigbouw (Mechanical Engineering)
VCA	Veiligheids Checklist voor Aannemers (Safety Checklist for Contractors)
WAGwEU	Wet Arbeidsvoorwaarden Gedetacheerde werknemers in de Europese Unie (Employment Conditions for Posted Workers in the European Union Act)

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Related documents

Type of document	Title	Code
Process	Process for request and access	P039
Policy document	Security	
Instruction	VCA certification for suppliers	I-020
Instruction	Escorting civil servants from the SZW Inspectorate	I-026
Instruction	Visitation	I-028
Instruction	Rules and policy on alcohol, drugs and medicine	I-036
Instruction	Sanctions	I-101
Work instruction	Access and activities of third parties at production locations (on non-RWE GCC NL installations)	
	Introduction for new employees	
	Procurement procedure for new Contractors	

Forms

[F020-002 Vrijstelling VCA certificaat \(Exemption from VCA certificate\)](#)

[F039-003 Tijdelijke ontheffing documenten bij urgent werk \(Temporary waiver of documentation for urgent work\)](#)

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1. RWE Company rules for access

RWE employs strict access rules at its locations. An online Registration service is used. In addition, on access to the location certain rights are granted and obligations are explained.

A valid HSE Gate instruction must be followed prior to being granted access to the site.

Access to RWE GCC NL locations involves working in accordance with the agreed company rules and procedures/instructions. The contractor and its employees should be informed of these. RWE issues an Gate instruction leaflet for this purpose, detailing a general map of the site and a summary of the most important Life Saving Rules.

The most up-to-date procedures/instructions and other supplementary HSE regulations can be found on the RWE HSE Contractor Safety site.

RWE GCC NL employs a traffic restriction policy at its locations. Only a limited number of vehicles are permitted to the grounds. *See relevant section.* Security will issue a Gate instruction leaflet incl. traffic regulations to drivers of vehicles that are granted access to the grounds.

RWE GCC NL operates a sanctions policy for any intentional deviation from the most important rules. RWE GCC NL Security has cameras at its production locations. Warning signs with a camera pictogram have been installed as a warning at all site access points. A Camera policy for this camera use has been formulated in accordance with the GDPR.

2. RWE definition of visit/work

The registration procedure makes a distinction between work, visits and excursions. This determines, among others, the registration type and whether the Gate instruction must be followed, which requirements are set and which data must be registered. Several parameters are given below:

Visit	<p>The presence of a person in a location's office buildings to attend meetings, seminars, negotiations, follow knowledge training or deliver or collect goods in a non-PPE area.</p> <p>Exception: Delivery or collection of items such as a cherry picker, tools and or equipment within the PPE area fall under horizontal transportation.</p>
Work	<p>Carrying out work in or near the installations, buildings or workplaces in which any form of risk exists that could cause injury to an employee, or work that is carried out on the basis of a contract.</p> <p>This includes taking measurements to draw up a quotation.</p>

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3. General RWE regulations for access card


Each person at an RWE GCC NL location must have a valid access card. This access card is registered by name and is strictly personal.

ID must be provided in order to obtain an access card. (ID card for a permanent card/other form of identity for a visitor card). Identification via a valid passport or ID card is required to be granted access for work. A driving licence is insufficient as nationality cannot be determined from this.

An age limit of at least 18 years applies for independent access.

The following rules apply to the use of an RWE access card:

- It is forbidden to grant access to another person using your own card.
- If a person has mislaid their access card, a replacement card can be issued for a maximum of one week. Exceptions will be considered on an individual basis.
- The access card remains the property of RWE.
- If an access card is lost, this must be reported immediately to an RWE GCC NL security service and the lost access card will be blocked immediately. The access card must be handed in within 4 weeks of its expiry date (or be renewed in time), otherwise RWE can impose a fine of €150, payable by the registered employer within two months.
- All persons at the location must present their access card in combination with ID if requested to do so by a security officer.
If the person refuses, admission will be denied.
- The access card must be worn visibly. If this is not possible due to the nature of the work or if this results in a hazard, the card should be stored safely in the person's workwear or beneath the outerwear; once the high-risk work has finished, the card should then be worn visibly again.
- An access card will be blocked if it has not been used for 2 months.
The security service can reactivate the card in consultation with the RWE contact person.

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Gate instruction

- All persons entering RWE GCC NL installations must have followed the Gate instruction and have successfully passed the accompanying test. (Excursion participants are exempt).
- If a person fails to pass the test (3 attempts), the person will not be granted access to the installations.
- The Gate instruction test may not be taken with the help of others (sanctions will be imposed on both parties) and is offered in 20 languages. RWE monitors this carefully.
- The Gate instruction is valid for two years.
- Gate instructions for all other RWE GCC NL locations that are checked in the Safety Passport (or are sent automatically via SAP from another location) will also be recognised as valid until the relevant expiry date.

Access to the locations can be refused if persons do not satisfy the set conditions. Access can also be refused if the sanction policy (Instruction 101) is in force. If the validity of any of the following documents has expired, access to all RWE GCC NL locations will be blocked:

- Gate instruction
- VCA certificate
- - Passport/ID EU/EEA
- - Passport and Dutch residence permit with "arbeid vrij".
- - Passport and Dutch residence permit with a dutch TWV.
- - Passport with a GVVA (combined residence and work permit) issued for a specific employer.
- - Passport with an EU/EEA residence permit with "arbeid vrij".
- - Passport with an EU/EEA residence permit with an EU/EEA work permit issued for a specific profession and employer.
- - A1/Certificate of coverage.

When some documents expire it can take some time before a new one is issued. In such cases, at least the application for the relevant document should be uploaded in the Registration service. This can be used to grant temporary access.


4. Privacy, General Data Protection Regulation (GDPR) implementation law

Within the context of the General Data Protection Regulation and the implementation act, RWE GCC NL uses a WEB-based Registration service linked to an access control system.

The above registration systems are justified within the GDPR on the legal grounds of article 15 of the Dutch Working Conditions Act (Arbo-wet), this being the obligation to be able to alert and evacuate all employees and visitors present on the site.

With respect to the provision of tax documentation, legal grounds also lie within Dutch tax legislation in article 52(4) of the General Tax Act (AWR), with a retention period of 7 years after the termination of the contract.

The employer must consent to the following general terms and conditions in the Registration service for each authorised registering person:

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Use of the RWE Registration service for access control and the contractor's obligation to provide information in the context of the GDPR to its own staff.

If a contractor, this being the employer that pays the wages, sends its staff to work at one of the RWE GCC NL locations, it must register this person via the digital or analogue RWE Registration service.

The contractor will have received a special certificate (login account) from RWE for the digital Registration service. A postal address linked to a location will be provided for the analogue Registration service. The contractor must upload the required employee details in the digital Registration service, and the required documents should be posted to the back office in the analogue Registration service.

The contractor is responsible for ensuring that the control and the provision of data about their employees is in accordance with the General Data Protection Regulation (GDPR).

The contractor must inform its employees about the content and the way in which their data are processed in the RWE Registration service. Any consequences of non-compliance with this regulation will be for the contractor. Any fine imposed on RWE as a consequence of non-compliance by the contractor will be recovered from the contractor.

The employee can request that RWE removes their data from the Registration service, however this also means that access to the RWE GCC NL location will be denied. At the end of the contractual relationship between RWE and the contractor, the contractor must request that RWE deletes the contractor's registered employee files from the Registration service.

Following this request, the actual deletion of the files from the RWE Registration service will only take place once the applicable legal retention period has elapsed. This also applies to the Gate registration relating to the employee.

The contractor's employee must sign a form for receipt of an access card, in which they indicate agreement with RWE's working method/conditions regarding storage and processing of personal data in relation to the GDPR.


Protection of personal data uploaded in the Registration service by the employer.

Only necessary and legally permitted data will be stored in accordance with European privacy regulations as recorded in the GDPR (General Data Protection Regulation).

The following technical and organisational measures have been taken within RWE to protect personal data from improper use:

- Data minimisation, restrictions on the purpose of use, data storage limitations
- Privacy-friendly standard settings
- Encryption
- Access rights
- You can contact our Data Protection Officer if you consider that RWE should improve its handling of personal data/GDPR.
- The employer that pays the employee wages should register its own staff directly. This enables RWE to prevent others from accessing the personal data of those registered.
This also means that the person registering the data does not send data by e-mail (or in paper form) unnecessarily to third parties and/or RWE.
- RWE shall never make confidential data available to third parties.

In special circumstances such as "Open Days", access will be arranged in another way in consultation with the Plant Manager of the location concerned.

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4A Employment Conditions for Posted Workers in the European Union Act (WAGwEU)

Context

Foreign employers (service providers) and self-employed persons from the EEA or Switzerland who have a registration requirement and come to work in the Netherlands temporarily must register in advance with the Dutch [online meldloket](#). The arrival of all posted employees must also be registered in advance.

As client (service recipient) you are obliged to check whether registration has taken place and that the registration is correct. You will receive a notification once the foreign employer or self-employed person has registered their arrival. You can view and check the notification online. This notification contains the details of the self-employed person or company and employees who are coming to work for you, the address of the workplace and a description of activities and how long these will take. If there are inaccuracies in the registration, you can report this to the [online meldloket](#).

Subcontractor

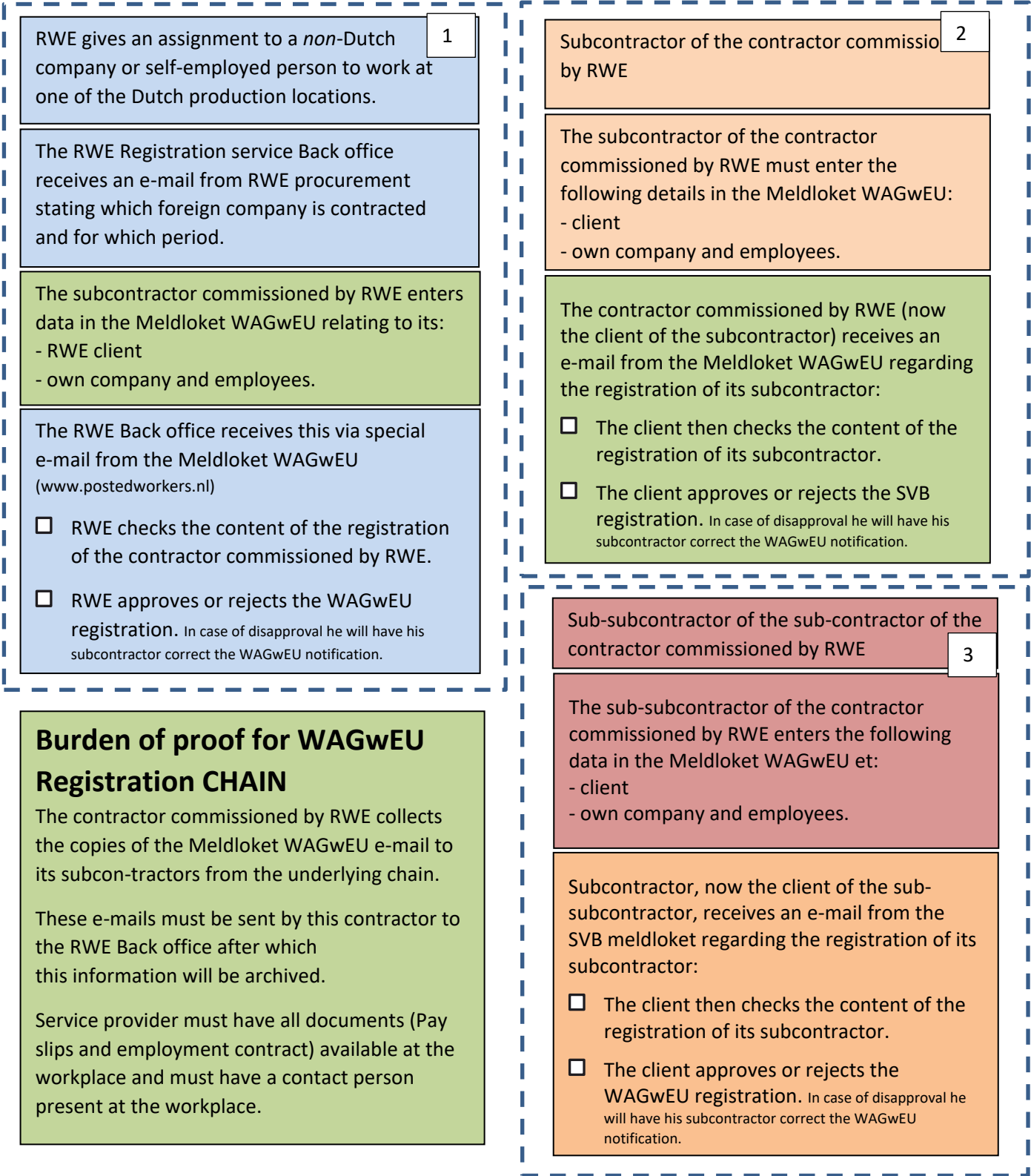
If the foreign company or the self-employed person hires a third party to carry out some or all of the activities for you in the Netherlands, this is referred to as [subcontracting](#)

The foreign employer or self-employed person is at that time the service recipient. The third company reports its arrival to the WAGwEU registration office and that of its personnel and the foreign employer or self-employed person checks the WAGwEU notification of its subcontractor.

Note: Service provider must have all documents (payslips and employment contract) available at the workplace and must have a contact person present at the work location.

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Responsibilities in the WAGwEU Registration chain and check of entered data:
 Client>Contractor>Subcontractor>Sub-Subcontractor



Burden of proof for WAGwEU Registration CHAIN

The contractor commissioned by RWE collects the copies of the Meldloket WAGwEU e-mail to its subcon-tractors from the underlying chain.

These e-mails must be sent by this contractor to the RWE Back office after which this information will be archived.

Service provider must have all documents (Pay slips and employment contract) available at the workplace and must have a contact person present at the workplace.

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5. Adding new companies to the Registration service

To use the online RWE Registration service, access to the Registration service must be granted in a structured way. An explanation of how this works is given below.

RWE contact person

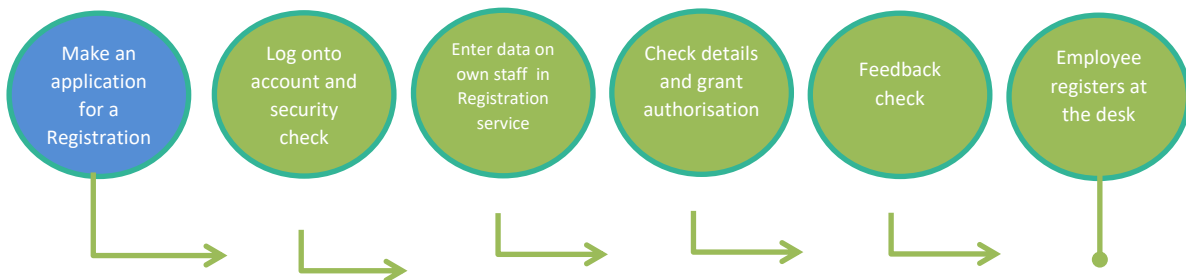
An RWE employee or an employee from a framework contractor working at our location who is using a service forwards their e-mail address and telephone number to the contracted company. This RWE employee or employee from a framework contractor is then the official RWE contact person.

Such contact persons are responsible for informing new employers on how to use the RWE Registration service. The document "Werken met de aanmeldservice" (Working with the Registration service) is available for this on the HS&S Tile "Toegangsbeleid" (Access policy).

If the registration is approved or rejected by the RWE Back office, the relevant contact person will receive an e-mail confirmation.

The Employer that pays the wages should register their own staff.

To request an authorisation for working with the Registration service, they should follow the following steps:




Important rules in this are:

Each main contractor that contracts subcontractors/employers for work should inform them of the obligation to register their own employees, as they are, after all, the employer that pays the wages.

The main contractor continues to have overall responsibility for the smooth registration of any underlying hired employers. RWE retains the right to refuse access to people who have not registered completely and in time.

Changes to the employer's company name should be forwarded to RWE Security.

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6a. Registration and access of contractor employees (contractor card)

A registration application must be presented to RWE for approval **at least 3 working days prior to the start of the activities**. *If this is not possible, please see section 6c. Emergency registration procedure.*


Application for access card for employee contractor

1. The **person registering** should register the new contractor employee in the RWE Registration service.
 - The correct employer details will be entered automatically.
2. The location and period during which the person is to work should then be indicated.
3. Only the minimum amount of personal data should then be entered, corresponding with the valid ID (held by the employer).
 - The minimum age for contractor employees is 18 years.
 - A copy of an ID is no longer made or saved in the Registration service but must be shown when collecting the access card. Only the validity date will be noted down. The access card will then be blocked automatically if the ID has expired.
4. A valid VCA/SCC safety training will also be requested, or an approved exemption (see I-020 for the applicable regulations/requirements).
5. Additional data may be requested depending on the country of origin:
 - Valid work permit, residency permit (depending on the country of origin)
 - Valid social insurance (depending on the country of origin)
6. An indication can also be given as to whether a valid RWE GCC NL Gate instruction has been followed elsewhere at another location (demonstrated on site by statement in safety passport/printout). If not, the safety instruction + test will follow automatically on arrival at the location.
7. Confirmation will be sent by automatically generated e-mail to the person registering and the RWE contact person, following **approval of the file** by the RWE Back office.
8. The Person registering will then inform the Employer's relevant employee as to when they can register at the security lodge at the RWE location.
The Person registering will also inform the employee that a valid proof of identity (ID/passport, **not a driving licence**) must be presented.

6b. Collecting Access card for employees of external employers

1. The registered employee registers with the security lodge and presents their valid ID (not a driving licence).
2. The employee then follows the mandatory Gate instruction and takes the test. Security will check the result of the test. If the person does not pass the test, the Gate instruction will be given again. (the test can be taken up to 3 times)
3. Security has all the data already available via automatic link.
4. Security creates and authorises the card. Security then gives the card to the employee.
5. Security will alert a local contact person known to both parties who will collect and escort the employee the first time and show them the ropes. *Note: This does not need to be the client/contact person chosen in the Registration service.*

In the event of access being required at locations monitored remotely by the security service, such as Moerdijk, persons must be issued with an access card in advance. This can be collected from the Amercentrale in Geertruidenberg.

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6c. Emergency registration procedure

If it is in the company's interests that a contractor carries out an urgent job at RWE and it is not possible to register for this 3 days in advance, the following method applies:

1. The Operations Team Leader on duty will give permission for access on behalf of the location manager by calling the security service and informing them of the name of the person/company. The security officer enters the name of the company and the name of the contact person in an Excel file "Rapportage uitzonderingen toegang tot locatie X" (Report of exceptions for access to location X) **Note:** The person requiring access must bring the correct valid papers with them (ID, VCA, residency permit, social insurance)
2. The employer should subsequently register this person in the Registration service within 3 days
3. The security service will present the list of exceptions to the location MT every month.

7a. Entry permits and access to the location with cars/vans

RWE GCC NL operates a traffic restriction policy due to the risk of accidents such as collisions with pedestrians/cyclists. Too many cars on the site can lead to parking chaos and increase the risk of theft.

Regulations/working method (can differ in detail per location):

- People with an entry/parking permit are given clearance on presentation of their access card.
- It is a violation if the vehicle entry/parking permit is not displayed on the dashboard beneath the windscreen.
- If entering or leaving the site with more than one person in one vehicle, each person must present their own access card to the card reader individually. The passengers should step out of the vehicle and use the pedestrian entrance card reader at the security lodge.
- Do not obstruct other traffic when parking and use the designated parking spaces as much as possible.
- The contractor will also offer bicycles as a suitable alternative to support the traffic restriction policy.
- Commercial vehicles are not intended for carrying passengers.
- The Dutch **road traffic regulations** apply on the site with various additional strict site requirements including: Adhere to the maximum speed on the site (indicated locally on traffic signs), drive on dimmed headlights, do not hold a telephone.
- Violations of all applicable traffic regulations can have consequences for individual entrance rights (for a period). Multiple violations can have consequences for the entire company.

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7b. Driver access

Freight transport and parcel services

- The location in question can decide, if necessary, to issue a specific barrier access authorisation for the delivery and collection of goods and for carrying out services (no forklift or crane on the truck, only horizontal transport).
- Are issued with a courier card in the name of the company.
- Are given a clear explanation of the Safety regulations for truck drivers leaflet.
 - Use of PPE depends on whether the zone is blue or not, but in the case of high-risk unloading, always use relevant PPE, even outside the blue zone. High-risk includes dust in eyes, falling objects, use of forklift, sharp objects/edges, ...

Lorries with fuels/auxiliary substances (chemicals)/residues

- Are given a normal access card in the name of the contractor (in accordance with the Registration service).
- Are shown the entire (abridged) safety video first time (as they enter the installations or pass close by these).
- Are given a clear explanation of the Safety regulations for truck drivers leaflet.
 - All standard PPE should be worn within blue zone.
 - In the case of high-risk unloading, always use additional relevant PPE.

This includes:

- Working in accordance with the relevant installation's local work instruction.
- Issue and checking of freight bills/registration of goods in compliance with BHR.
- Tankers containing hazardous substances must always be escorted from the security gateway to the installation by of or on behalf of an RWE expert.
- Please see I-023 Handling hazardous substances.

Cranes

- Are given a normal access card in the name of the contractor (in accordance with the Registration service).
- Are given the Gate instruction the first time and must take a test.
- Are given a clear explanation of the Safety regulations for truck drivers leaflet.
- The crane book should be checked by the ordering party's contact person.

Note: For the Eemshaven location it also applies that a hoisting plan must always be submitted in connection with a load bearing test of the jack load for the specific site.

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8. Special authorisations

In addition to the basic authorisations for turnstiles, Security can add special extra rights to the access card, at the responsible department's request. For now, these are separate and location-specific working methods. This concerns such things as:

- Access to E areas (via permission from IR)
- Access to facility services areas (via area manager)
- Keys (via area manager)
- ISPS areas (seaport)

Application for access to special areas:

- The RWE GCC NL manager sends an e-mail with an application for an additional "special areas" authorisation to the manager of the area (E areas: person responsible for the installation, warehouses etc.: TL Maintenance W). This can be both for a new or existing RWE GCC NL member of staff as well as for a third party employee.
- The manager of the special area assesses the application. They give permission by forwarding the application to the security service.
- Security/TRS manager enters the additional authorisation in the Access Registration System (ToegangsRegistratie Systeem, TRS) and archives the application in the relevant folder.

Deviations/exceptions/other rules:

- External hired personnel are registered in SAP. They also have an RWE GCC NL personnel number. However, they are issued with a "contractor card" so that their required documents can be monitored via the digital file in the Registration service (Access Registration System).
- Trainees older than 16 and younger than 18 should always be supervised by their mentors.
- Employees from RWE Germany/UK can obtain their access rights to a site using their own RWE access card.

9. Registration and access for RWE employees (employee card)

This only applies to RWE employees and staff hired directly by RWE

1. All RWE GCC NL and RWE employees are registered in SAP HRM KP3 and receive a "employee access card" on entrance. In Eemshaven, RWE employees and third-party employees are all registered in SAP ZUKO RP1.
Unlike the contractors, the mandatory training courses (including VCA) are saved elsewhere in other systems. The same applies to social insurance. This enables the use of a simplified registration for an access card. The data check is carried out by other departments (and the internal manager) and not by Security.
2. The manager or HRM or the secretariat informs Security by e-mail of any new employees.

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10. Access for visitors

For a definition of a visitor vs. a worker, see section 2.

- If a person is permitted to enter an RWE location as a visitor, the person should be registered in advance.
- Register the visitor with Security by telephone or preferably via e-mail: NAME, DATE OF BIRTH, DATE/TIME OF VISIT, ESCORTED BY, REASON FOR VISIT. (This information is justified under the GDPR as it is the only way to check the identity of the person)
- Show ID to Security on arrival
Note: People must identify themselves to access the Eemshaven port facility.
- The card will be valid for 1 day.
- The contact person (or competent replacement) must be informed that the visitor has arrived.
- New visitors should be collected as standard.
- Frequent visitors to the office environment may walk there themselves.

All visitors receive a "visitor card" for the day of the visit. These must be handed in on departure. The visitor's contact person from the relevant location should always be known and be present.

The minimum age for visitors is 12 years and minors must be supervised by an adult.

11. Access for investigating officers


According to law, access to the sites cannot be denied to persons identifying themselves as an investigating officer, regulator/officer of the law from Police, SZW Inspectorate, Rijkswaterstaat, Province, Municipality, the Competition authority or other such organisations.

- Investigating officers should report to the main lodge.
- Security will check their ID and create a visitor card.
- For further information see I-026 'Escorting civil servants from the SZW Inspectorate'.

12. Access for first responders

First responders such as the fire, police and ambulance service are given free access in the event of emergencies.

They should be received where necessary and escorted to the site of the incident.

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13. Access for excursions

Documentation detailing excursion admission requirements must be sent to the person requesting permission for an excursion.

The maximum number of participants per excursion leader is 15. If participants are under 18 years, at least 1 adult must be present per 5 participants. If there are groups from a primary school, the age limit is children from group 8 upwards if sufficient supervision is available as stated above.

The excursion leader is responsible for ensuring that all participants adhere to the applicable access regulations.

In principle, no excursions are permitted during overhauls and short shutdown periods.

No access cards will be issued to excursion participants. Access will be registered using a checklist. Security and/or the excursion supervisor can carry out a random check of proof of ID.

The checklist of participants should be e-mailed to Security in time. In consultation with Security, the excursion leader ensures that the list is correct by checking the number of persons present.

NB. Security must always know which people are on site in connection with potential emergencies and must be informed of any changes (no shows and/or additional participants) before the tour starts!

At the end, the excursion leader should sign the group out at Security.

The excursion list will be destroyed after a week. The plant manager is authorised to determine more detailed regulations regarding access for excursions.

14. Expiry schedule for documents

