



Request a personal company pass Chemelot?

From now on, it can be done easily online.




chemelot
for today's future

Save time and trouble

You need a personal company badge to carry out work for a company that is based on the Chemelot site.

Requesting or extending this is done in consultation with this company's authorized representative.

From 3 April 2018, you can use a special online web application. The process is simple and will save you a lot of time. After completing the application procedure, a new personal Chemelot company badge will be waiting for you at Centraal Bureau Bedrijfspassen (Central Company Badges Desk), or your existing badge will be automatically extended.

A badge for a longer period

This web application is intended for contractors who will be working on behalf of a company on the Chemelot site for longer than 5 consecutive days. For short-term operations a day badge will suffice, which you can request at one of the manned gates at Chemelot (gate 1, 2, 5, 6 or 7). The web application is available in Dutch, English, German and French. You can submit the application yourself or authorize a colleague to do it on your behalf.

Tip before you begin

Find out what documents you need before requesting a personal Chemelot company badge (see opposite). Ensure that you have these documents digitally available as a scan or photograph at your workplace, so that you can upload them conveniently.

Ask your commissioning company at which location you will be working and whom you should appoint as an 'authorized representative'.



Documents required for the application

All applicants

Which document? Employer's statement

How to deliver it? You will get this from your employer. Your employer can complete a blank form via the start screen in the application. Print, complete and scan the signed form for approval.

Professional drivers

Which document? Valid driving license

How to deliver it? Scan or photo

Applicants outside of EU

Which document? Work permit/residence permit and passport/ID card

How to deliver it? Scan or photo

Employer located outside the Netherlands

If your commissioning company considers an A1 form (or equivalent) mandatory:

Which document? A1 form (or equivalent) from your care insurer

How to deliver it? Scan or photo

Safety: work with high risks

If your commissioning company considers a VCA form (or equivalent) mandatory:

Which document? VCA form (or equivalent)

How to deliver it? Scan or photo

Using the application for the first time?

There are various ways of accessing the web application:

www.chemelot.nl/veiligheid/regelgeving

You will find the link to the web application on the tab sheet 'Aanvragen toegangspassen' (Request company badge) with the 'Formulieren' (Forms) or direct:

<https://sitechservices.pleaselogin.nl/sitech/mijnchemelotpas>

- Use the button 'My Chemelot company badge-registration' to register with your personal (work) e-mail address and a password
- Indicate whether you already have a company badge.

Requesting a new personal Chemelot company badge

- Go to the web application and log in via the button 'My Chemelot company badge - login' with your e-mail address and password
- Enter the required details for each step, such as where and when you will be working and your personal details. Always click on 'Next' to go to the next step.
- You can complete the application yourself or delegate it to a colleague (he must register himself first).
- At step 11 you will see an overview of your application. Click on 'Confirm' to submit the application. It then goes automatically to an authorized person for approval.
- You will then be informed by e-mail. Via the sender 'toegangsregistratie.noreply@chemelot.nl' you will receive the following status updates:
 1. Awaiting approval, 2. Awaiting CBB, 3. Approved

Is your application fully approved?

Then you can collect it upon showing a valid ID card or passport* (a pass photo will be taken on the spot) at:

Centraal Bureau Bedrijfspassen

Kerenshofweg 101 (gate 5), 6167 AE Geleen

Open on weekdays from 07.00 - 14.45 hrs

* Note: a driving license is not sufficient as identification

Access instruction

When collecting your badge, you must follow the Chemelot Access Instruction (one time only) at Centraal Bureau Bedrijfspassen. You can extend this online if we have your personal (work) e-mail address.

Extending existing personal Chemelot company badge

Complete the application procedure as though requesting a new badge (see opposite). It is not necessary to enter your personal details again; these will be retrieved from the Chemelot access system.

Is the application fully approved?

Then you don't need to do anything. The extension will be processed automatically in the access system.

Access instruction

If we have your personal (work) e-mail address in our system, you will receive an e-mail 4 weeks before the expiry of the access instruction. Using the link and login details provided in this e-mail, you can extend the instruction online.

Information and contact

For more information on the digital application or extension of your personal Chemelot company badge, please contact the Security department of Sitech BU Fire Brigade & Security. They can be reached via security.chemelot@sitech.nl


chemelot
for today's future

www.chemelot.nl