Mission Zero

Working with the RWE registration service

Geertruidenberg, 2020 v4

RWE

Registration procedure contractors.

Instruction for the timely and correct registration of personnel.

Do you want to visit or do you come to work?

visit	**The presence of a person at a location in office buildings for attending meetings, seminars, negotiation discussions, following theory lessons or delivering or collecting goods, eg aerial platforms, tools, materials in the BPM area. These fall under horizontal transport.**
work	**Performing work in or near the installations, buildings or workplaces where there is any kind of risk that can injure an employee or work is performed that is based on a contract. Measuring for drawing up a quote also falls under this.**

If you want to visit, make sure that your contact person has made this known to the site's security service.
Your contact person will receive you.

The Contractor Registration Procedure applies to those who come to perform Work.

Instruction for registering staff in a timely and correct manner.

What is the Registration Service?

- The registration service is an online service for the RWE Generation NL Production locations
- A contractor must enter the required data of his employees here in time.
- Backoffice checks for the correctness of this data and thus gives release for the security service at the RWE Generation NL location.
- Security service grants release for access to location.

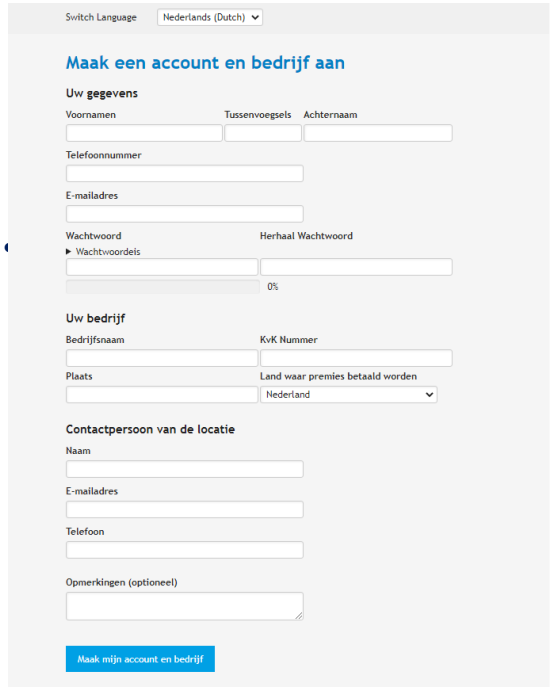
* With timely means at least 3 working days before reporting at the location.
  This is to ensure that all information can be processed and checked in the right way.

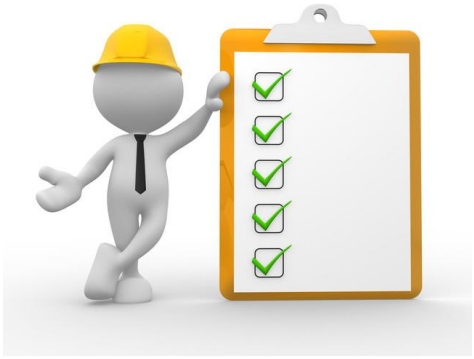
Why the Registration Service?

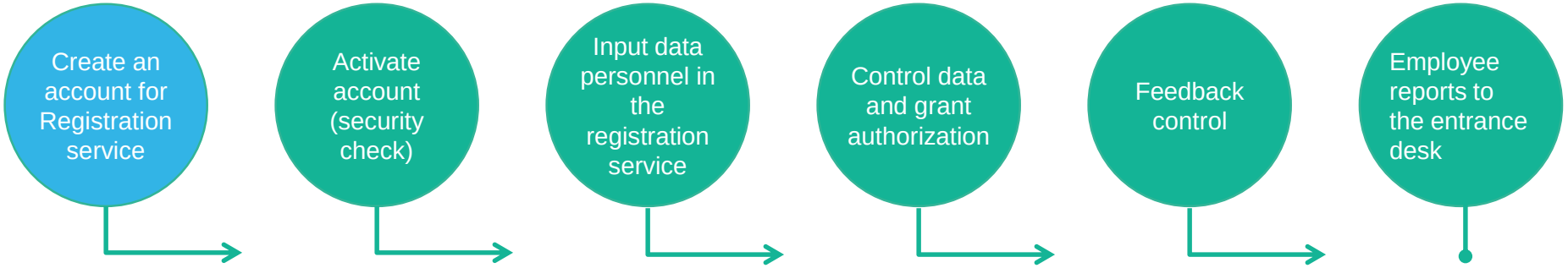
- The registration service is there to check, beforehand, the required documents and details of an employee.
- The required documents are partly a **legal obligation**, and partly **requirements** that have been laid down by **RWE Generation NL** .
- Less risk for employees that access to a location is refused, because when logging in to the lodge, it appears that documents are not in order. Now this is checked beforehand by Backoffice, and can be adjusted in good time if necessary.
- This means that the employee does not have to wait unnecessarily at the gate, saving time and irritation. [and therefore € 's]

Process step 1 Registration Service - User

Firm can create an account with RWE via : https://rwe.pleaselogin.nl/company/register

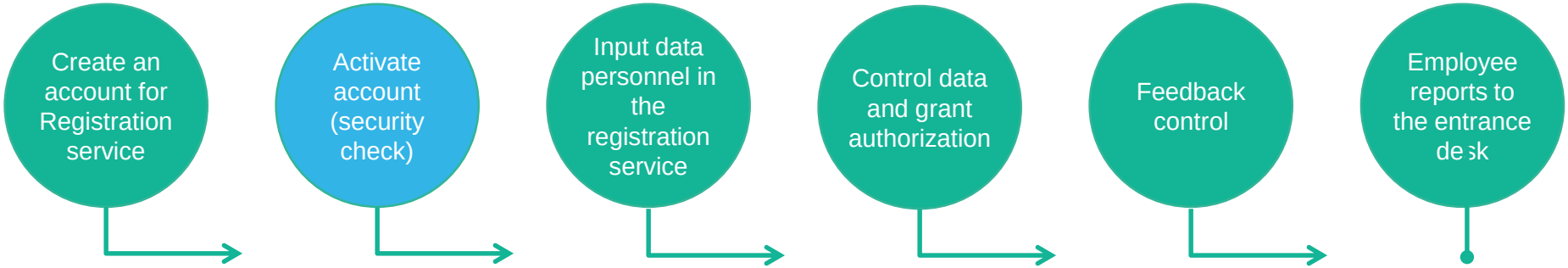




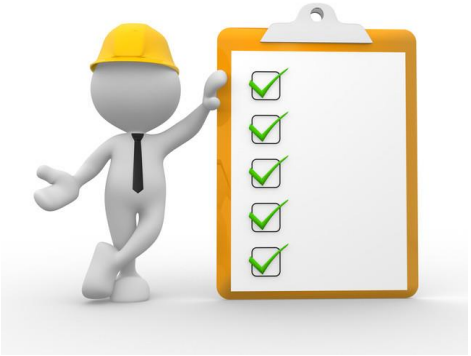


Process Step 2 Registration Service - User

- You will receive an email with the status of your company registration
- Activate your account with the Activation code.

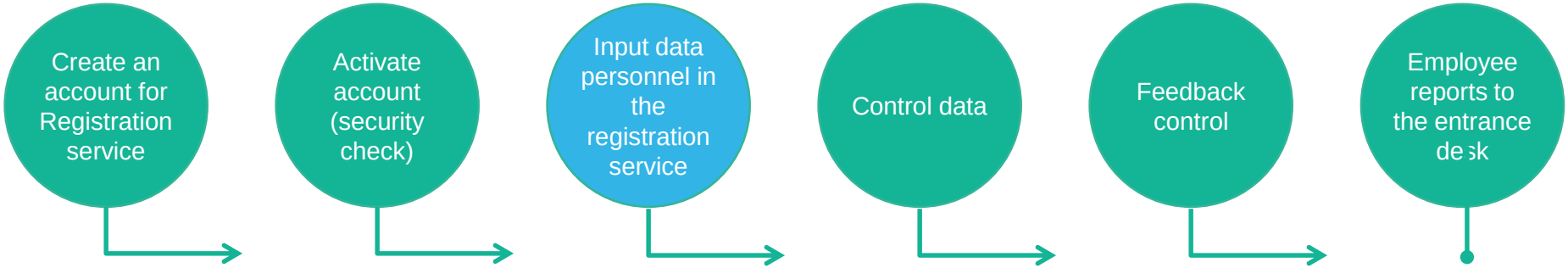


Process step 3 Registration service - user

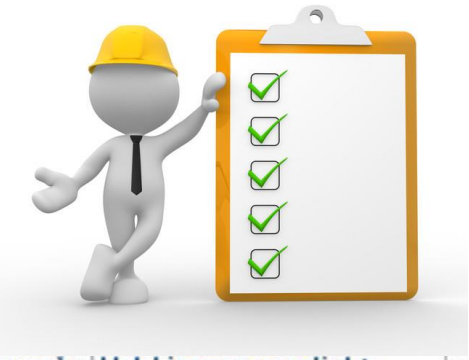


- Check whether your employee is already in the RWE registration system
  is included. If this is the case, make sure that all data up-to-date.

- If the data is not yet available, then enter the requested data step by step, depending on nationality and country of origin.

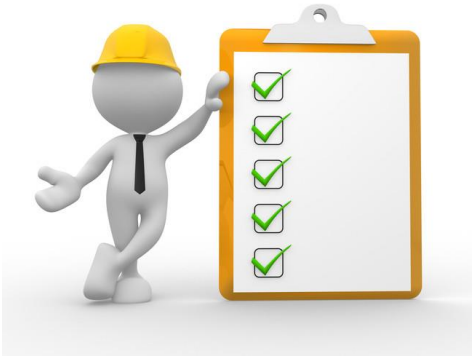


Data personnel



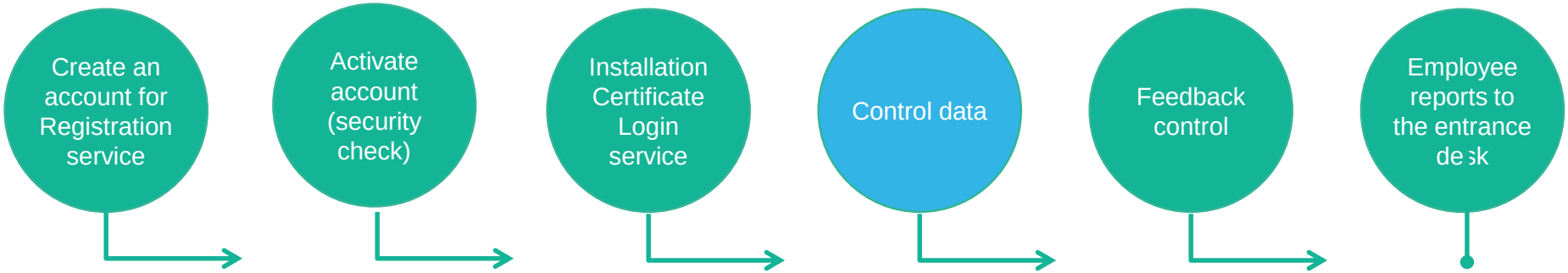
Proces soort	Veld	Bewaartermijn (jaren)	Veld invoer verplicht
Contractor	Achternaam	7	Ja
Contractor	Tussenvoegsels	7	Nee
Contractor	Initialen	7	Ja
Contractor	Voornaam	7	Ja
Contractor	Geboortedatum	7	Ja
Contractor	Telefoon	7	Ja
Contractor	Nationaliteit	7	Ja
Contractor	VCA vrijstelling	7	Ja
Contractor	VCA Document	7	Ja
Contractor	VCA geldig tot	7	Nee
Contractor	VCA nummer	7	Ja
Contractor	VCA Verlegging	7	Ja
Contractor	Geldige poort instructies?	7	Ja
Contractor	Poort instructie	7	Nee
Contractor	Poortinstructie geldig tot	7	Nee
Contractor	Nederlandse verblijfsvergunning?	7	Ja

Process step 4 Registration service - user

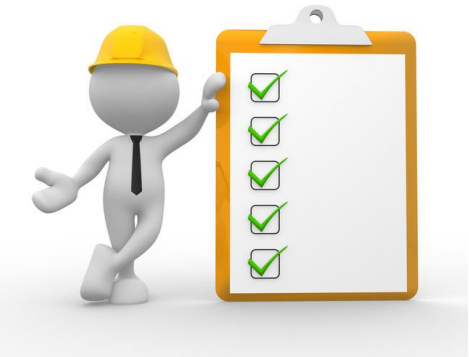


- Backoffice checks the documents provided for accuracy and validity.
- If this is in order, the authorization will be granted at the indicated location. This is a task for the production site.

* In the case of shortcomings, the applicant receives an e-mail with a clear reason for rejection, and timely contact must be sought with the Backoffice, See contact information on page 20.

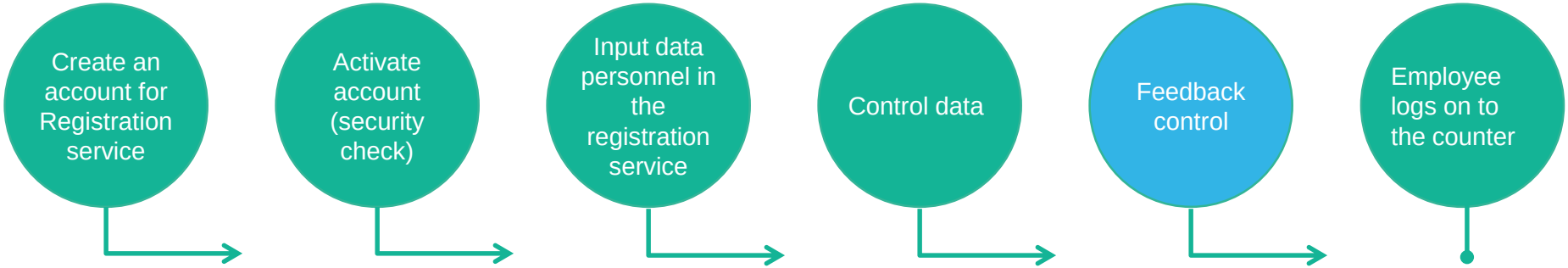


Process step 5 Registration service - user



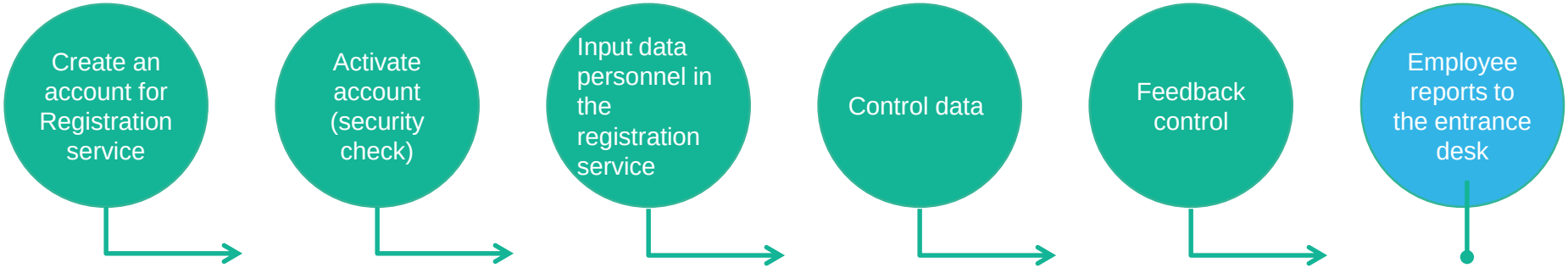
- You will be notified as soon as possible by e-mail of approval of the notification.

- If approved, the employee is authorized to access the location (s).

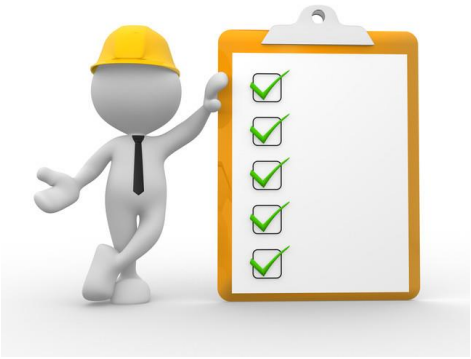


Process step 6 Registration Service - employee

- The employee, who is in possession of an approved registration, must then present himself at the reception desk for an access pass.
- The employee shows a valid identity ID / passport upon arrival (**no driving license**).

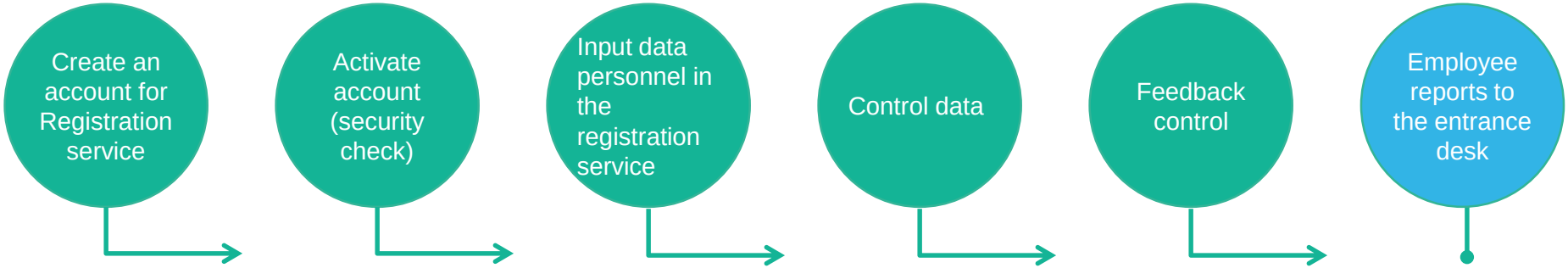


Final step Registration Service



- The employee will have to look at the RWE Gate instruction on arrival and make the corresponding test.
  After this he receives his access pass. This takes some time!

- On the first working day, the employee must always be picked up at the lodge, by the RWE location contact person or principal contractor.



Remaining? information

Remaining? information

- After expiry of valid documents or gate instructions, the card is blocked for access. The expiry date of the Card must be remembered by the user itself.
- If the pass is not used for 2 months, it will also be blocked.
- As soon as the contract per company expires, the company can request RWE to remove the data from its personnel from the registration service.
- This applies to all production sites of RWE Generation NL.

Vervolg overige informatie

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) we are obliged to check whether registration has taken place and that the registration is correct. We will receive a notification once the foreign employer or self-employed person has registered their arrival. We 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, we must report this to the online meldloket. We must let you made the necessary changes to correct the inaccuracies in the registration.

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.

What should the RWE contact person pay attention to when calling a supplier?

What should the RWE contact person pay attention to when calling a supplier?

- Please contact your supplier during the work preparation and ask if they already use the RWE registration service.
- If so? > Let them ensure that their employees are notified and approved at least 3 working days before the start

* Make sure that the people you expect are approved in the registration service by asking your supplier for the confirmation email from RWE.

* If documents are not in order or if the registration is not carried out correctly, the registration is not approved by the back office and the employee can not come to work at our location and it therefore takes longer than 3 days to complete the registration procedure !

What should the RWE contact person pay attention to when calling a supplier?

- **Does the supplier not yet use the RWE registration service?**

- Send your supplier this presentation so that he/she can inform himself/herself of our registration procedure.

- Give your name, phone number and email address to the supplier as RWE contact person.

Still a problem?

Still a problem?

For questions about rejected documents and about the system:

Backoffice/Aanmeldservice :

Zuid: Amercentrale +31 (0) 88 8538217 : back-officeproductie@RWE.com

Noord: Eemshaven +31 (0) 88 8531207 : eemshaven.aanmeldservice@rwe.com
b.g.g. +31 (0) 88 8536990

* Backoffice hours: only during office hours

For questions about disapproved authorizations on location:

Lodge Amercentrale/Moerdijk: 088-8538217

Lodge Eemshaven: 088-8531207

Lodge Clauscentrale: via the Amercentrale

Thank you for your attention.