

AC – Badge Online Appointment Scheduling

Description Contains information for scheduling an appointment to obtain a badge at B-120. Walk-ins are still accepted. Pre-scheduled appointments will take priority over walk-ins.

All contractors and tenants should use the online tool to schedule an appointment for obtaining, renewing, or re-activating a badge.

Categories and Attributes

Categories	/Attributes (Operating/Other)
<input type="checkbox"/> Critical <input type="checkbox"/> Emergency <input type="checkbox"/> Operating <input checked="" type="checkbox"/> Other / <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Non-Routine	

Job Procedure: Follow these steps to schedule an appointment:

Step	Action	Initial
1	Prior to arriving at B-120 for a badge, all required safety training must be completed.	
2	To schedule an appointment at Badge and File to obtain, renew, or re-activate a badge, use the webpage hyperlink or QR in Step #3.	
3	Use one of the two options below: Option 1: Open the following hyperlink: The Dow Chemical Company Freeport Badging Scheduling and Booking Website (simplybook.me) Option 2: Scan the QR Code below: 	
4	Select the Date and Time	

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5	Fill in all required fields that have an asterisk (employee name, e-mail, phone number, company name, agreement box)	
6	Click on Confirm Booking	
7	<p>An automated confirmation will be e-mailed to the employee along with the Badge and File Officers.</p> <p>Note: Appointment time frames are in 15-minute intervals. If you do not arrive within your 15-minute interval; you will be considered a walk-in.</p> <p>If unable to make the appointment time, the cancellation hyperlink is included in the automated confirmation e-mail.</p>	
8	<p>Arrive at B-120 Badge and File at your scheduled time, have the following paperwork with you upon arrival:</p> <ul style="list-style-type: none">• New Hire in Slip (all information must be fully filled out)• Safety Council Training Badge• Current Government Issued Identification that includes a photo (such as a Driver’s License)• If required for your company, documented approval from an authorized approver	

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Document Control and History

Document and Records Management

The current procedure is filed in the Document Management System, Electronic component, under Procedures.

A hardcopy of this procedure is located in *(applies only if hardcopy is kept)*:

N/A.

File this completed procedure checklist in the Safe Work Permit daily slot.

Record Retention period for this document is **until superseded**.

Revision History

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

Date	Revised By	Changes
07/21/23	K. Stansel	Created procedure

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