

# Step-by-step guide for (sub-)contractors

## Call-in Contractors

## imec

## Sub-Contractor

Not applicable for inhouse contractors with photo badge

Complete the contactform on the contractor portal with the request for registration  
(To start: click on imec logo)

Your contact person will receive an email from Gocontractor

Registration of your company

Read imec safety policy and confirm this in Gocontractor.  
Optional: If required by imec, upload the requested certificates and/ or documents.

Request for approval

Approved

Invite your employees  
(and if necessary create your own profile as well)

online safety training (and succeed) and the 'on site' guided tour

Access to the imec site

**Sub-contractors:** As of now you can invite your sub-contractors to register as well, by sending their contact details to imec for registration. You can only assign a sub-contractor to perform some works at the imec site when they are registered and approved.

**Follow up:** You will receive alerts, for your company and employees, when trainings and/or certificates will expire. Please take the necessary actions so that you and your employees can continue to work at the imec site.



imec pre-registers the (sub-)contractor in Gocontractor

for imec support : contractor.support@imec.be For Gocontractor support use the chat

Information regarding safety policy & documents Statement of Compliance and NDA for Contractors

imec will evaluate your request. In case that your request is denied then you will receive clear guidance so that you can take the necessary actions to get approved.

You will be informed, so that you are aware which type of contractor you need to select. All training are linked to this profile and are automaticcally assigned. **Overview contractor types**

imec provide 2 trainings: one 'online safety training' (Succeed with 80%) and a 'on site guided tour' as well.

As of now, a work can be assigned to your company.

Follow up: imec will perform regular checks via Gocontractor and during the works on imec site. Your employee can receive a warning also via Intiafy when we notice that he/she is not following our safety rules and be refused to work at the imec site.

**Safety, health and welfare are of paramount importance to imec, its employees, partners and the surrounding community. That is why it is important that everyone who enters the imec site must abide by the safety rules. Be aware that only registered and trained employees of the registered (sub)contractor companies are allowed to perform work on the imec site.**

You will be contacted & informed by the main contractor first.

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Registration of your company

Read imec safety policy and confirm this in Gocontractor.  
Optional: If required by imec, upload the requested certificates and/ or documents.

Request for approval

Approved

Invite your employees  
(and if necessary create your own profile as well)

Follow the trainings (and succeed)

Access to the imec site

The main contractor will inform you, if you need to perform some works at imec site. Only assigned & approved sub-contractor will be allowed on the imec site.

Follow up: You will receive alerts, for your company and employee, when trainings and/or certificates will expire. Please take the necessary actions so that you and your employees can continue to work at the imec site.