



Zeroni



Metsä

Zeroni – User's guide

Metsä Group's mills and sawmills use the Valtti card, which is required of all service providers.

The Valtti card is an electronic ID that complies with the Occupational Safety and Health Act and contains all the information required by the Act: the holder's photo, name, tax number and employer details. The Valtti card is valid for three years.

The service provider is responsible for obtaining Valtti cards, which can be ordered at <https://www.vastuugroup.fi/fi-en/our-services/valtticard>

To clarify contractor liability matters, the service provider is also required to register as a [Reliable Partner](#).

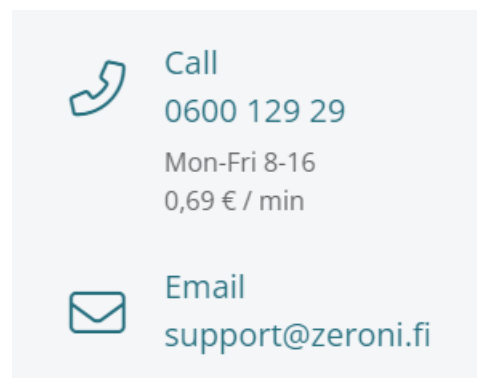
In addition, the service provider is required to register its personnel in the public tax number register. The registration can be done on the [website of the Finnish Tax Administration](#)

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1. Zeroni – Logging in

- Log in to Zeroni at <https://app.zeroni.fi/login>
- The customer creates the IDs in Zeroni. Your user ID is your email address, and you will receive the password as a text message the first time you log in.
- If you have forgotten your password, you can reset it on the login page.
- If you have problems logging in, please contact user support at Takamäki.



2. General

- Companies are given access rights to Zeroni's construction sites on a contract-by-contract basis. In this connection, administrative rights are granted to the contact person for the contract.
- When the contract has been created, an automatic notification is sent to the contact person's email.
- The contact person can add users to the company Management -> Users
- Users can see all the company's information and add people to the system, give them site permits, etc.

We recommend that you use Google Chrome.

3. Selecting a site

To select a construction site, use the **Sites** tab in the menu at the top or the 'go to site' function on the front page.

Dashboard > Sites

+ New site

Site search

ROLE: Role

DEPARTMENT: Äänekoski (Visy)

Hide ended

3 sites

- 508763 Louhiprojekti Metsä Fibre Oy**
15.2.2023 - 30.6.2024
Summary Persons Contractors Checkins Safety Quality Diary Manage Reports Copy
- MFA_2023 MF Äki kunnossapitotyöt 2023**
1.3. - 31.12.2023
Summary Persons Contractors Checkins Safety Quality Diary Manage Reports Copy
- MFA_2023 -1 MFA Äki vakituiset palveluntoimittajat**
1.3. - 31.12.2023
Summary Persons Contractors Checkins Safety Quality Diary Manage Reports Copy

Metsä Fibre Oy

Search Notifications Overview Graphs

Metsä Fibre Oy Edit company

Go to site: Site

3. Selecting a site

The contract has been added to the site, but I can't find it in Zeroni

Dashboard Marja

Metsä Fibre Oy / Marja Piitulainen (Administrator)

Session

- Suomi
- Logout

User settings

- Default company and site
- Change password

Employee to login as

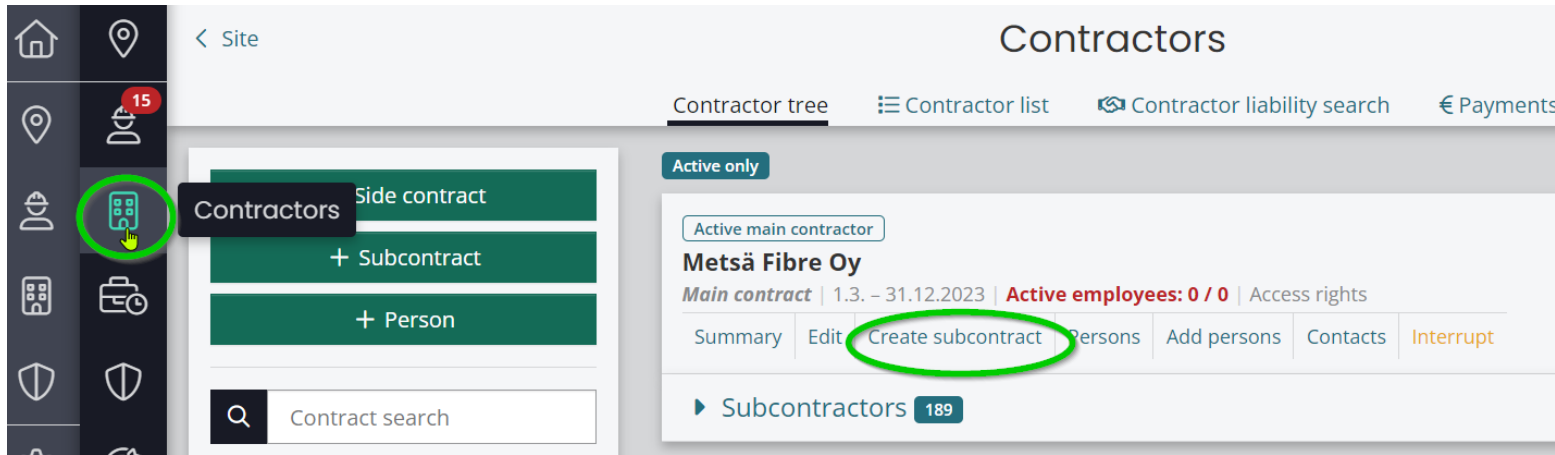
Marja Piitulainen

Company to login as **Check that you are logged in as a company in Zeroni.**

Company search

- ✓ Metsä Fibre Oy **Default**
- Metsä Board Oyj
- Metsä Fibre Oy, Kemi BTT
- Metsä Fibre, Rauman saha
- Metsä Spring Oy
- Metsäliitto Osuuskunta
- MI Demo Oy

4. Adding a contracting partner (subcontractor) to the site



When the site has been created in Zeroni, contracting partners can be added to it. To add contracting partners, click on the **Contractors** button to open the 'Contractor tree' and use the **Create subcontract** function. This function allows you to add a new contract under an existing one.

New subcontract

Parent contract: **Metsä Fibre Oy**

Contract partner

Choose from register + New company

* **Company**

Unit

If the contracting partner has previously worked on one of the sites, it can be added by using the **Choose from register** function and then selecting the partner from the **Company** drop-down menu.

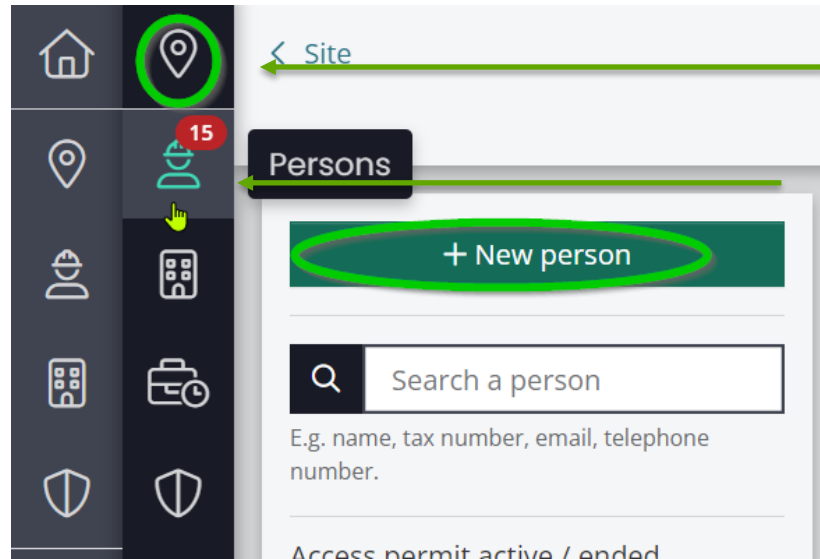
To add a new company, use the **+ New company** function and enter the company's business ID. The company's information is then automatically pre-populated if it is available in the [Business Information System](#).

The program automatically checks the company's contractor liability information and ensures that it is up to date.

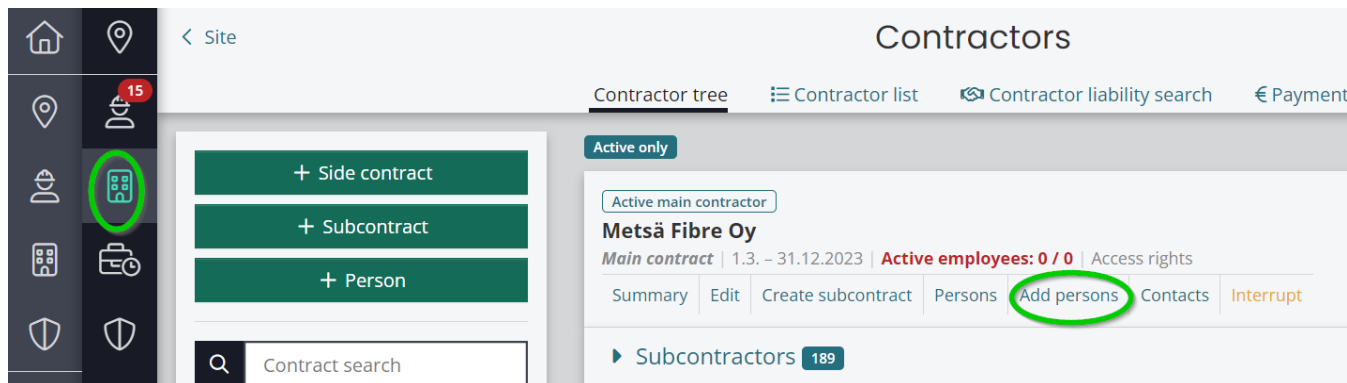
If the contracting partner is not in Vastuu Group's register, the company's contractor liability documents must be added to the company's documents in the Zeroni system.

5. Adding people to the site

- Everyone working in the area must be added to Zeroni.
- To add a person, click on **+ New person** in the **Persons** tab and select the employer's contract, or use the **Contractors** tab to go to the contractor tree, then select the employer and **Add persons**.



1. If required, select the site
2. Persons
3. + New person
4. In the contractor tree, select the contract to which you wish to add the employee.



- Using the **Contractors** tab
- Click on **Add persons** under the company to which you wish to add employees.

5. Adding people to the site

Add persons

Beta
Try the updated interface
You can switch back to the original interface if you wish

Search person (by name, tax number or V...▼) or + Add new person

i Select one or more persons. Select from existing persons below or

New person

READ INFORMATION FROM VALTTI CARD:

Valtti card

i Please insert a Valtti card number, or alternatively enter person's information below.

Basic information

* **Tax number**
For example 100012345678. Please give 12 numbers beginning with 1000.

* **Date of birth**

Non-Finnish citizens must apply for a tax number in Finland before they can be added to the system.

For further information, see https://www.vero.fi/en/individuals/tax-cards-and-tax-returns/arriving_in_finland/work_in_finland/specific-instructions-for-different-occupations/coming-to-a-construction-site-or-a-shipyard/Tax_number/

If a person's information has been entered in Zeroni, you can search for their information using their name, Valtti card or tax number. If you cannot find the person you are looking for, click on **+ Add New Person**.

Fill in the person's basic information and then click on **Continue to add site permit**. The Valtti card number is usually sufficient to retrieve personal data from Zeroni.

5. Adding people to a site/tax number error message

- Check the person's tax number and date of birth
- For further information, see <https://www.vero.fi/en/About-us/contact-us/efil/>

Please note that even though an employee has been assigned a tax number, they are not automatically entered in the public tax number register. Such an entry must be requested separately.

The screenshot shows a web application interface with a navigation bar at the top containing 'Summary', 'Person info', 'Tags', 'Access permits', 'Competences', and 'Hot wor'. The main content area is titled 'Basic information' and contains two input fields with error messages:

- Tax number:** The input field contains '100015825' followed by a redacted area. A red triangle warning icon is to the left of the label. A green checkmark is visible in the top right corner of the input field.
- Date of birth:** The input field is redacted. A red triangle warning icon is to the left of the label.

A large red-bordered box contains the following error message:

! Tax number and birth date do NOT match in Tax Administration's public register of tax numbers.

▼ Did the person work last time over 2 years ago?

If the person is not reported to Tax Administration in two years, their tax number is removed from the public register of tax numbers.

A tax number is registered by calling the service line for tax numbers **029 497 070** or visiting a Tax Administration office.

More information: **Tax numbers are required at construction sites** [\(vero.fi\)](#)

5. Adding people to the site using the new beta version

Persons

Add persons

Beta
Try the updated interface




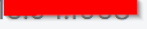
You can switch back to the original interface if you wish

Add persons to the contract **Metsä Fibre Oy**

Search person (by name, tax number or Val) or + Add new person

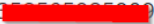

i Select one or more persons. Select from existing persons below or



5. Adding people to the site using the new beta version

 
Tax num. 1000129 
d.o.b. 

Employed ▼ 21.7.2023 — 31.12.2023

Contact info

TELEPHONE
+3   Edit

EMAIL
  Edit

i **Saved to personal details:** Changes are saved to person's contact details.

ADDITIONAL DETAILS

| RELATION AND VALIDATION PERIOD | WORK HOURS PER WEEK | OTHER INFORMATION |
|---|----------------------------------|--|
| <input type="radio"/> Common for all selected persons (Employed , 21.7. – 31.12.2023) | <input type="radio"/> 37.5 hours | <input type="checkbox"/> Person works as a foreman on the site |
| <input checked="" type="radio"/> Set separately | <input type="radio"/> 40 hours | |

+ Add access permit for selected person

If the person works as a foreperson/contact person, select Person works as a foreman on the site (under Roles in the old version).
This option is important because it ensures that messages are submitted correctly, e.g. during shutdowns.

6. Adding a site permit through the person's summary

Persons Piitulainen, Marja

Summary Person info Tags Access permits Competences Hot work permits

Person info Access permits + New

New access permit

Piitulainen, Marja
Nationality: Finland • Normal country of employment: Finland

* Site MFA_2023 MF Äki kunnossapitotyöt 2023

* Employer Metsä Fibre Oy
Access permit's start and end dates may not exceed those of the contract.

Contract Metsä Fibre Oy

* Valid 21.7.2023 – 31.12.2023

* Work relation
 Employed
 Entrepreneur
 Unpaid

Profession Select profession

Roles on site Nokkamies x

Specify the site permit's validity for the period during which the person will be working on the mill site.

Other information

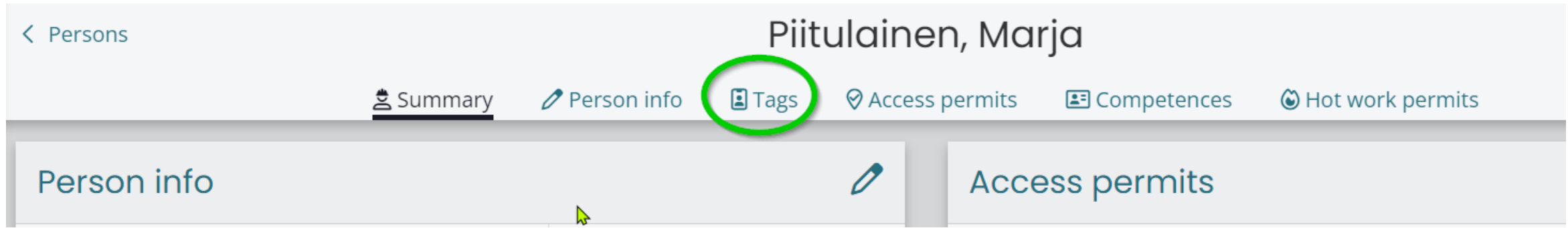
Other information

+ Add access permit

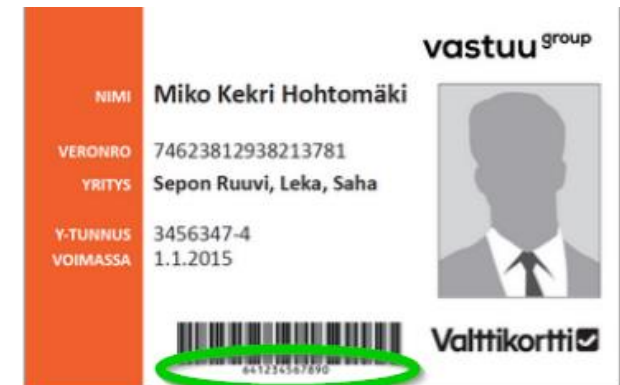
Add a site permit for the person. The site permit will take effect when all the qualifications/induction required for the site are in order (induction to the work to be performed at the mill).

Under **Roles on site**, select 'Nokkamies' if the person is a foreperson/contact person. **This option is important.** It ensures that messages are submitted correctly, e.g. during shutdowns.

7. Adding access control tags to the person's details



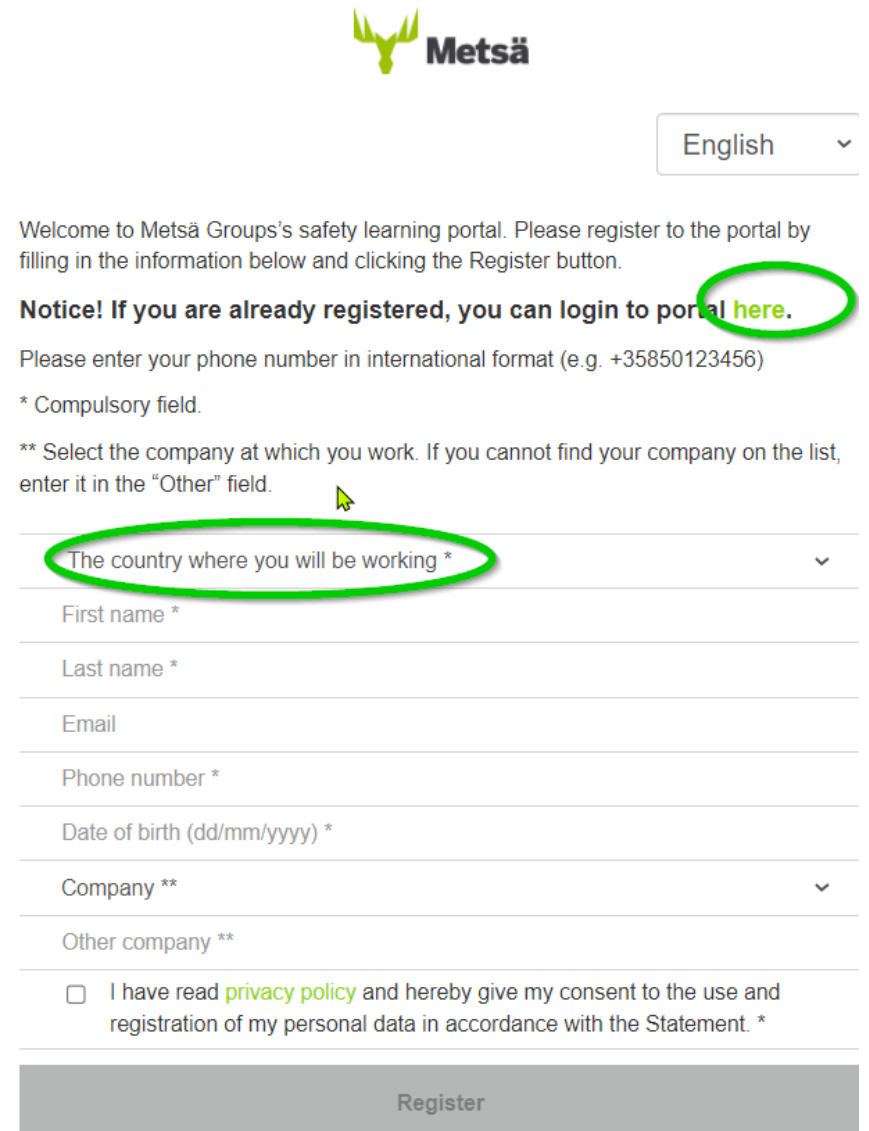
- An access control tag (Valtti card) can be added, or the card number checked, through the person's site permit. **The company in the contract and Valtti card must match. If not, the card will not work as an access pass at the gate.**
- If required, a separate access pass can be obtained for an employee who does not have a Valtti card by contacting the site's contact person.
- Further information about the Valtti card can be found on page 2 of this presentation.
- **NB! If a foreign company is registered in Finland, the cards must be ordered using a Finnish business ID.**



8. The qualifications required for the site

Everyone working on construction sites must have completed the required safety induction. <https://register.gimletlms.com/metsagroup> + Occupational safety card (issued by TTK) or a corresponding card issued in another country (check equivalence with the contact person).

- The general safety induction is valid for **two years**. It can be completed in any of the following eight languages: Finnish, Swedish, English, Estonian, German, Polish, Russian or Slovak. **A shutdown induction must be completed on specified sites for work during annual maintenance. The induction is valid for a calendar year.**
- When you start the e-learning course, first select the correct language version > choose Finland as **the country of work** > continue to log in to the portal, unless you are completing the induction for work at the Espoo office or for heavy traffic.



The screenshot shows the registration page for the Metsä safety learning portal. At the top right is the Metsä logo and a language dropdown menu set to 'English'. Below this is a welcome message and a 'Register' button. A 'Notice!' section states that already registered users can login to the portal, with the word 'portal' circled in green. The registration form includes fields for phone number, compulsory fields (marked with *), and a company selection dropdown (marked with **). The 'The country where you will be working *' dropdown is circled in green. At the bottom, there is a checkbox for consent to the privacy policy and a 'Register' button.

8. The qualifications required for the site

- If you have not yet received a Finnish tax number, you can still complete the induction in advance by entering your phone number in the tax number field.
- When you receive your tax number, ask your contact to enter it in the induction system before you arrive at the mill. Your access pass will not work until this has been done.

Finland

Select from the options only if you are a driver of a heavy goods vehicle, coming to work at the Espoo head office or visiting a mill in Finland. Otherwise, continue logging in up to the portal.

I am visiting a mill

I am a heavy vehicle driver

I am coming to the Espoo head office.

Mikko

Testaaja

mikko.testaaja@metsagroup.com

0505985909

16/04/1985

05012359598

Company **

Other company **

I have read [privacy policy](#) and hereby give my consent to the use and registration of my personal data in accordance with the Statement. *

Register

8. The qualifications required for the site

NB!

If Zeroni displays an error message saying you have not completed the general induction, this is usually because the tax number has been entered incorrectly in the induction system.

Ask the person who completed the induction to check their tax number in their own profile in the induction system or contact the site's contact person.

Metsä Home **Profile** Log out English

Profile

Home > Profile

| | | | |
|--|----------------------------|----------------------------------|--|
| | Contact information | Change password | |
| | Name: | Marja Piitulainen | <input type="text" value="New password"/> |
| | Username: | marja.piitulainen@metsagroup.com | <input type="text" value="Verify new password"/> |
| | Phone number: | [REDACTED] | <input type="button" value="Submit"/> |
| | E-mail: | marja.piitulainen@metsagroup.com | |
| | Company: | [REDACTED] | |
| | Tax number: | 100012994568 | |

8. Induction to work at the mill

- Suppliers are inducted to work at Metsä Group's sites by Metsä Group or its representative. Contractors induct their own employees and are responsible for ensuring that their subcontractors' employees have also completed induction.
- **In Zeroni, mark the induction as having been completed ('Perform orientation') under site permits.**

The screenshot shows a user interface for managing permits. The main entry is 'MFJ - 2023 MFJ_2023 MF Joutsenon vuosihuoltoseisokki 2023' with a status of 'Orientation' and 'Pending'. Below this, there are buttons for 'Edit', 'Perform orientation' (circled in green), 'Approve', and 'Remove'. The 'Perform orientation' button is highlighted with a green circle, indicating the action to be taken.

9. Applying for a vehicle permit in Zeroni

The screenshot displays the Zeroni mobile application interface. At the top, the title 'Permits' is visible. Below it, three tabs are present: 'Work permits', 'Hot work permits', and 'Vehicle permits', with the latter being circled in green. A sidebar on the left contains various icons, with the bottom-most icon (a document with a checkmark) also circled in green. A dark green button labeled '+ New vehicle permit' is highlighted with a green oval. Below this button is a search bar with the placeholder text 'Search' and 'Reg. number or person's name'. A dropdown menu is open, showing options: 'Select a company', 'Pending approval and waiting actions', 'Pending approval', 'Waiting actions', 'Active and upcoming', and 'All' (which is selected). At the bottom left, there is a 'Permits' button and a gear icon labeled 'Approvers'. The main content area on the right shows the text 'Ei hakuehtoja vastaavia ajoneuvolupia.'

9. Applying for a vehicle permit in Zeroni

New vehicle permit

* Employee

EMPLOYEE

Select employee | v

* Contract

* Duration

* Vehicles

- Complete the fields marked with an asterisk (*). Under 'Duration', the system automatically offers the duration of the company's contract. You can change it for a shorter period if required.

Save

9. Applying for a vehicle permit in Zeroni

The screenshot shows the 'Persons' page in Zeroni. On the left, there is a sidebar with a '+ New vehicle permit' button, a search bar containing 'piitulainen', and filter options for 'Pending approval and waiting actions' and 'Pending approval'. The main content area shows '1 vehicle permit' for a 'Van'. The permit details include: Status: Active; Validity: 1.3. - 31.12.2023; Employee: [redacted]; Contractor: [redacted]; Requester: [redacted]; Reasons to apply: Työkalujen ja materiaalin kuljetus; and it is marked as 'Approved 03.03.2023 (aanekoski, portti)'. At the bottom of the permit card, there are action buttons: Print, Edit, Use as a template (circled in green), Approve, Reject, and Delete.

- You can first create one permit and then use it as a template to create applications for other people to use the same vehicles.

9. Applying for a vehicle permit in Zeroni through the summary of personal details

← Persons Piitulainen, Marja

Summary Person info Tags Access permits Competences Hot work permits

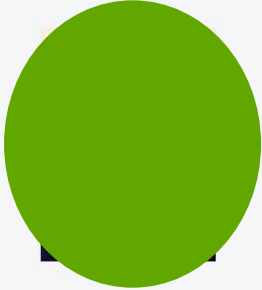
Person info

Piitulainen, Marja

Tax num.: [redacted] ✓

[redacted]

[redacted].com



Access permits

MFJ-2023 MFJ_2023 MF Joutsenon tuotannonrajoitusseisokki 2023

Verification Approved

- Valid: 31.07.2023
- Contractor: Metsä Fibre Oy

Remove

MFJ - 2023 MFJ_2023 MF Joutsenon vuosihuoltoseisokki 2023 Orientation Pending

Verification Pending Begins 21.08.2023

- Contractor: Metsä Fibre Oy

Approve Remove

Site Cards

+ New

55706 (MFJ-2022 MF Joutsenon vuosihuoltoseisokki 2022)

26263 (MFA_2021 Metsä Fibre Äänekosken vuosihuoltoseisokki 2021)

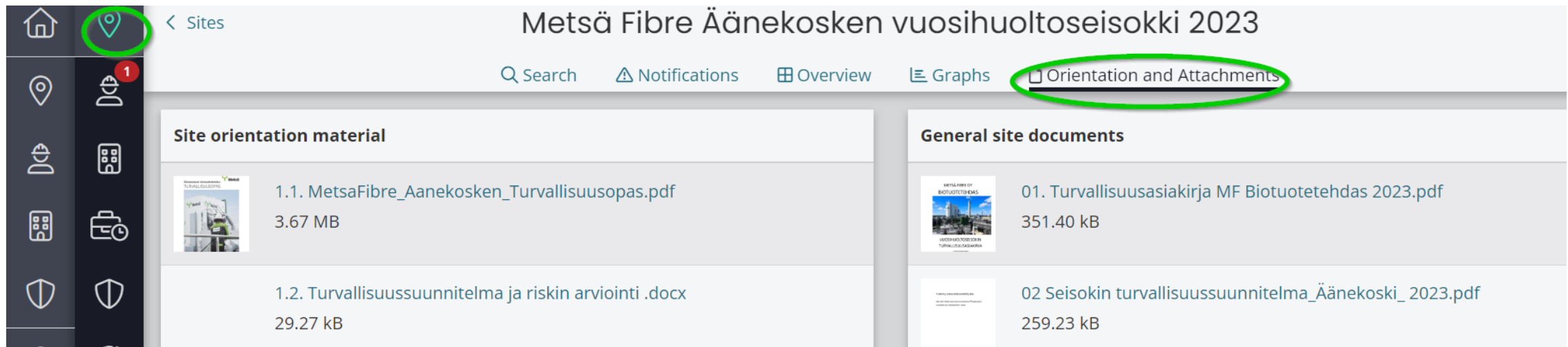
Vehicle permits

+ New

Ei ajoneuvolupia.

10. Site documents

Under **Orientation and attachments** on the site's front page, you can find the site documentation, including training materials and links.



The screenshot displays the website interface for Metsä Fibre Äänekosken. The title is "Metsä Fibre Äänekosken vuosihuoltoseisokki 2023". The navigation menu includes "Search", "Notifications", "Overview", "Graphs", and "Orientation and Attachments", which is circled in green. The left sidebar contains icons for home, location, notifications, calendar, and security. The main content area is divided into two columns: "Site orientation material" and "General site documents".

| Category | Document Name | Size |
|---------------------------|--|-----------|
| Site orientation material | 1.1. MetsaFibre_Aanekosken_Turvallisuusopas.pdf | 3.67 MB |
| | 1.2. Turvallisuussuunnitelma ja riskin arviointi .docx | 29.27 kB |
| General site documents | 01. Turvallisuusasiakirja MF Biotuotetehtas 2023.pdf | 351.40 kB |
| | 02 Seisokin turvallisuussuunnitelma_Äänekoski_2023.pdf | 259.23 kB |

11. Definition of visitors

- Apply for permits at <https://gates.metsagroup.com>
- Short-term visit to the mill site
- **Does not perform maintenance and service work on the site**
- Does not move in process facilities without a mill contact person
- Examples of visitors:
 - Customers
 - Students and other visitor groups
 - Stakeholders
 - People attending meetings
 - Expert/consultancy services

12. Zeroni user support

Support (8 a.m.–4 p.m.)

- support@zeroni.fi
- +358 600 129 29 (€0.69 per minute)
- More Zeroni instructions are available at <https://zeroni.customerly.help/>