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 thewebsite of the Finnish Tax Administration

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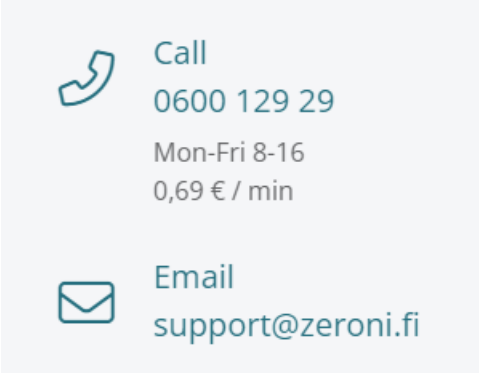
1. Zeroni – Logging in

- 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.



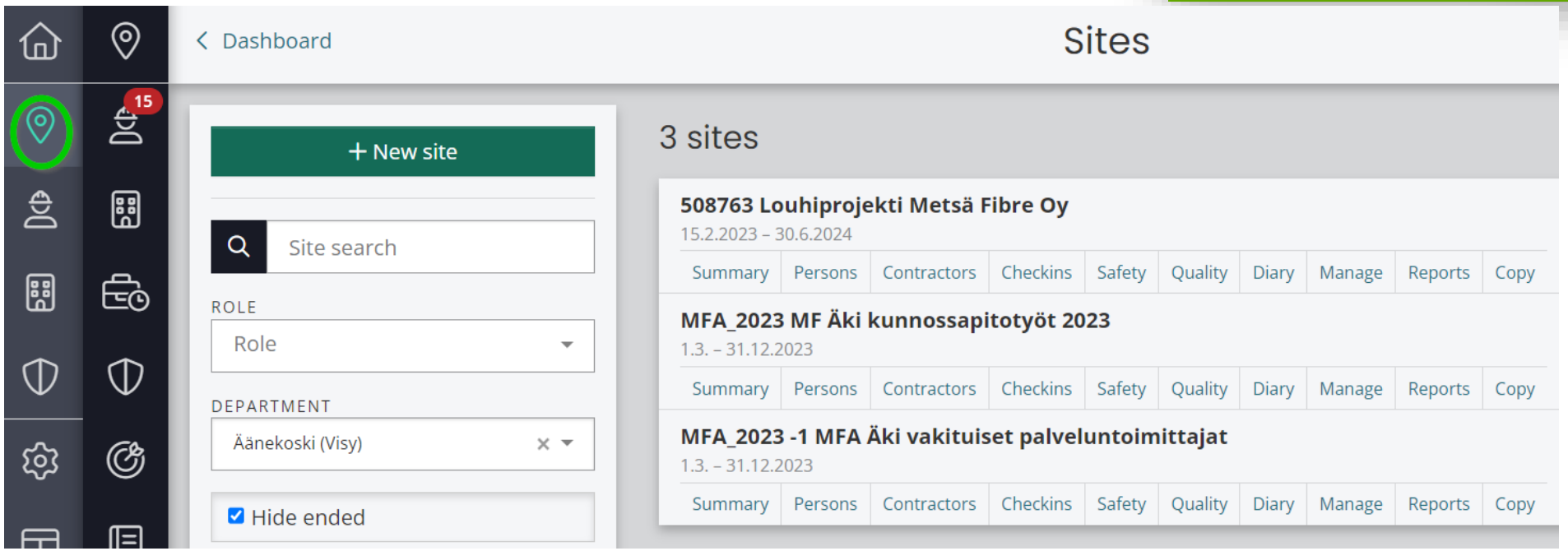
2. General

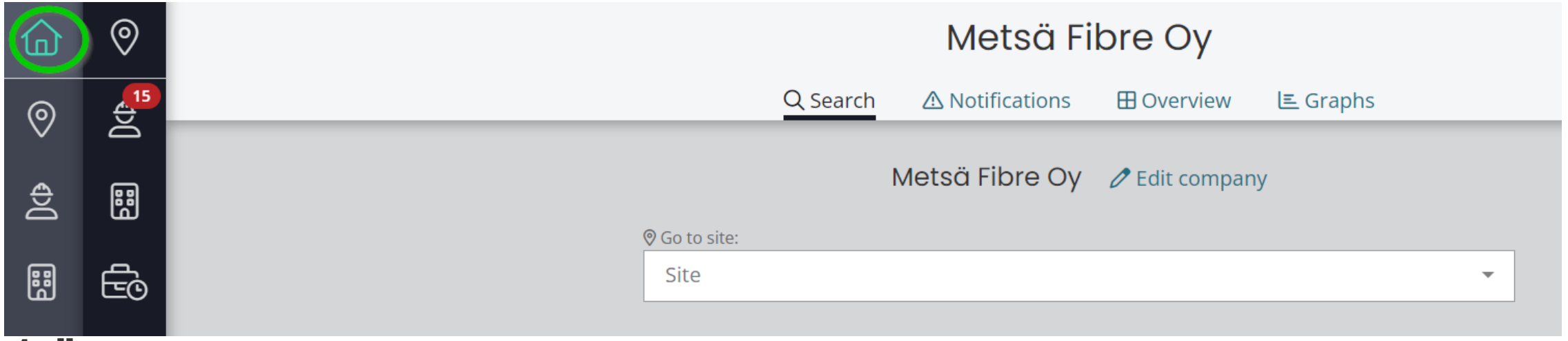
- Companies are given access rights to Zeroni’s construction sites on a contract-by-contract basis. In this connection, administrative rights are granted to the contact person for the contract.
- When the contract has been created, an automatic notification is sent to the contact person’s email.
- The 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

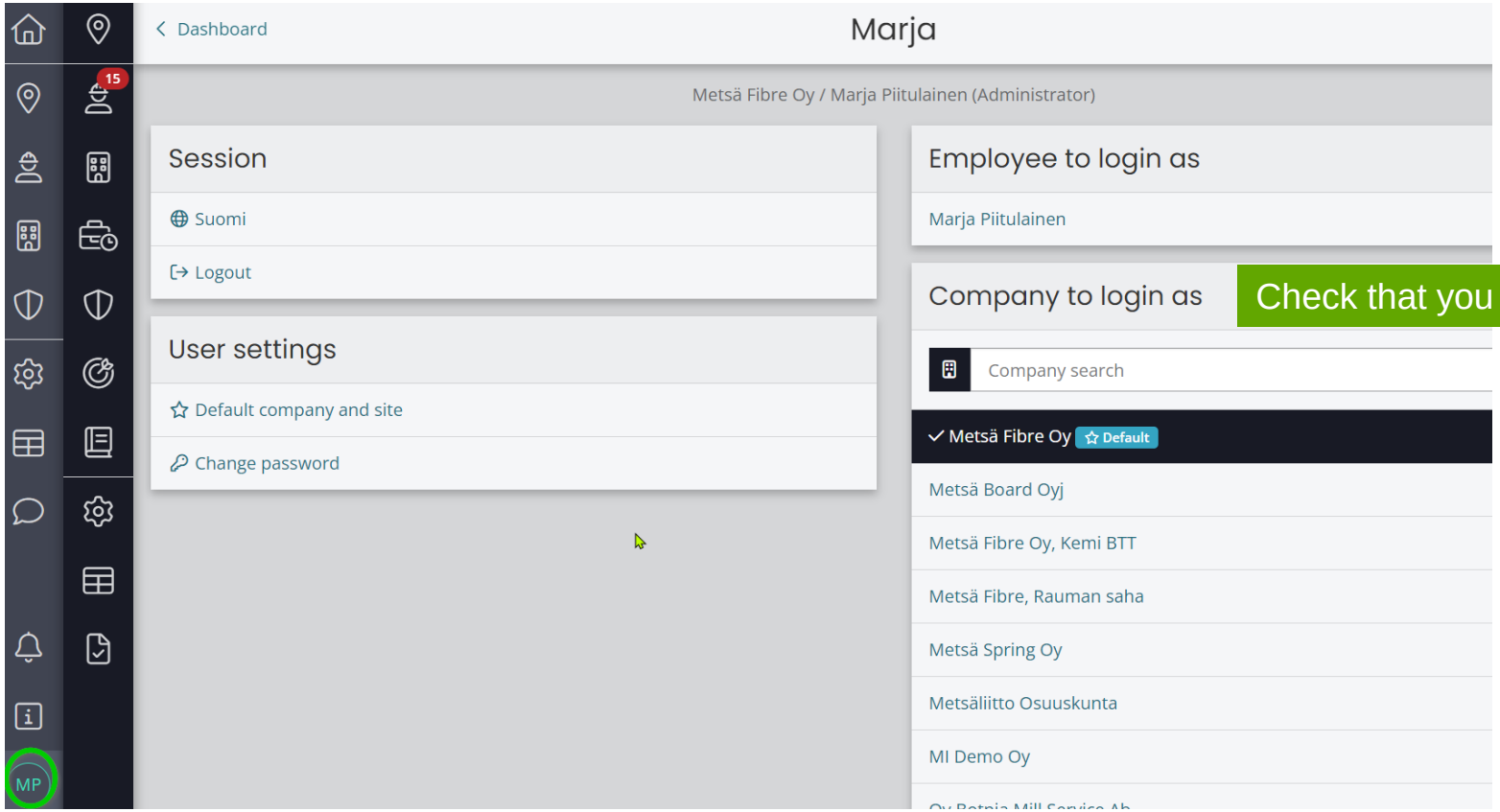
To select a construction site, use the **Sites** tab in the menu at the top or the ‘go to site’ function on the front page.





3. Selecting a site

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

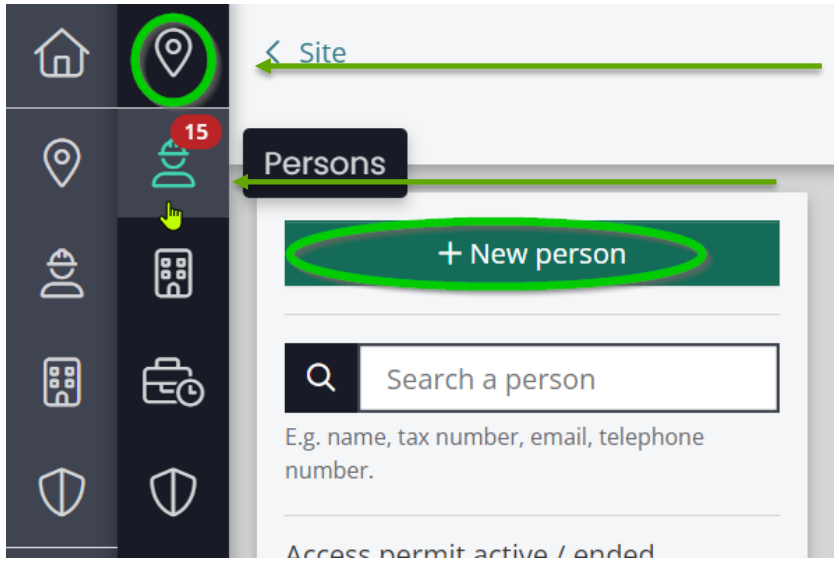


Check that you are logged in as a company in Zeroni.

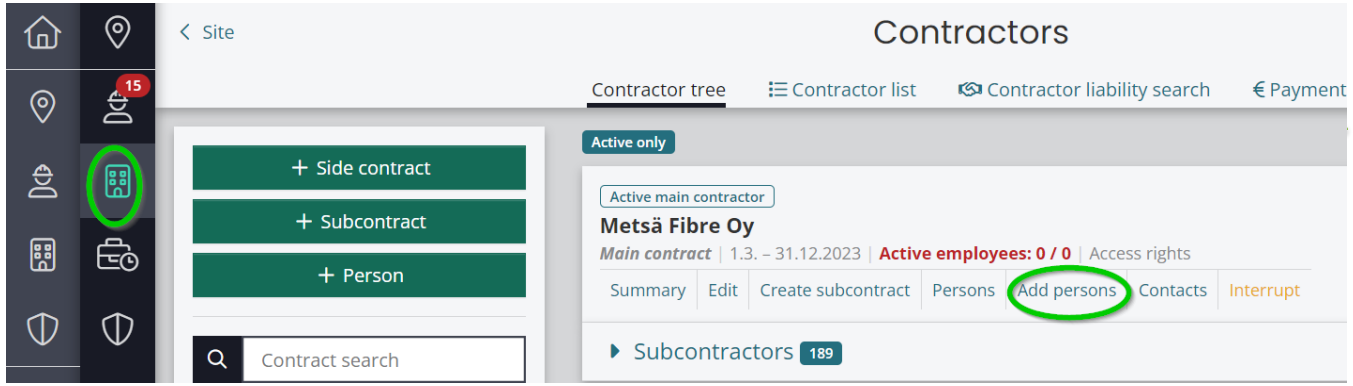
4. Adding people to the site

- 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**.

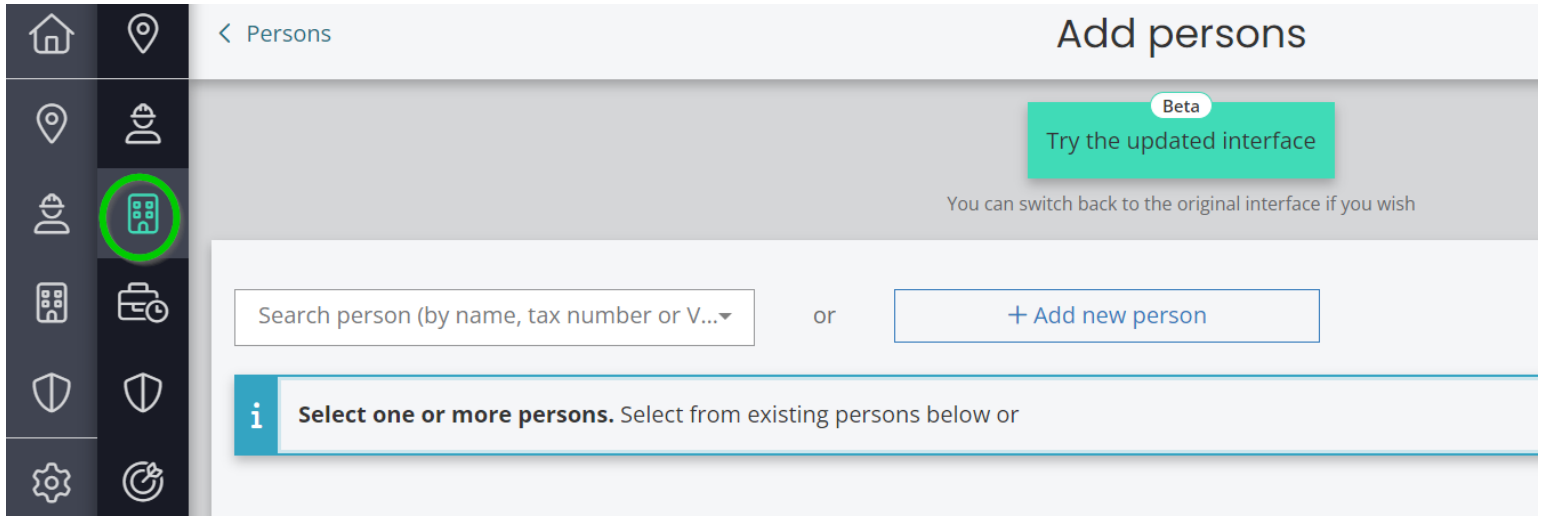


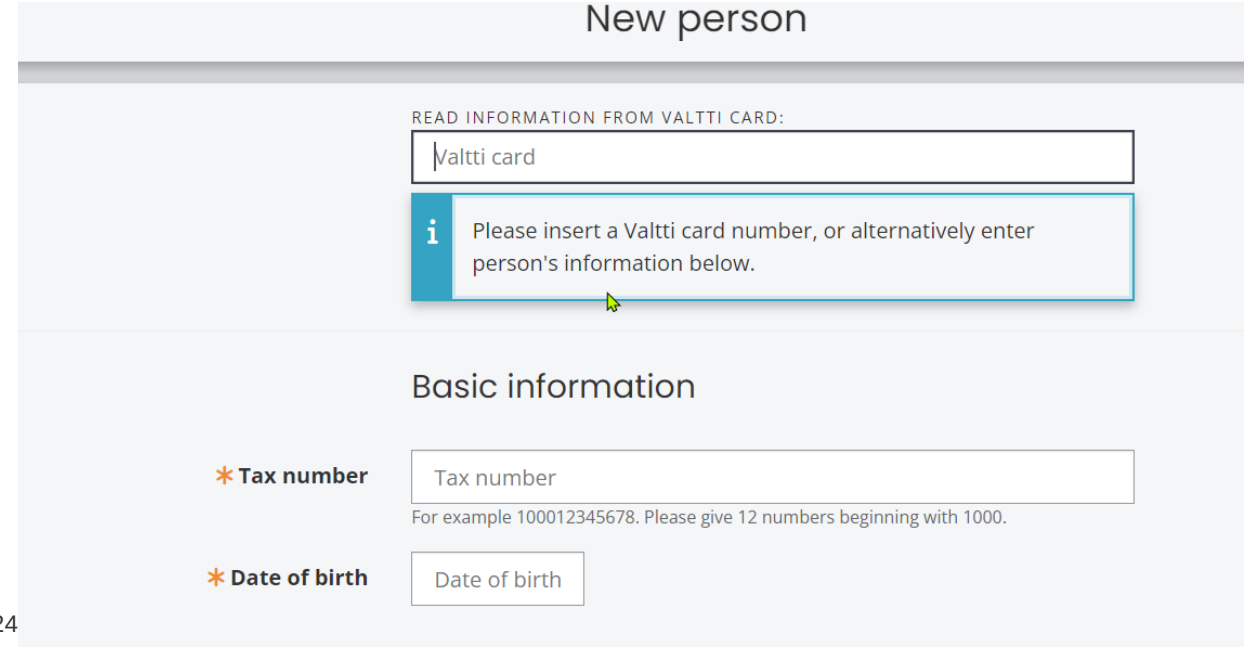
1. If required, select the site
2. Persons
3. + New person
4. In the contractor tree, select the contract to which you wish to add the employee.



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

4. Adding people to the site





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/

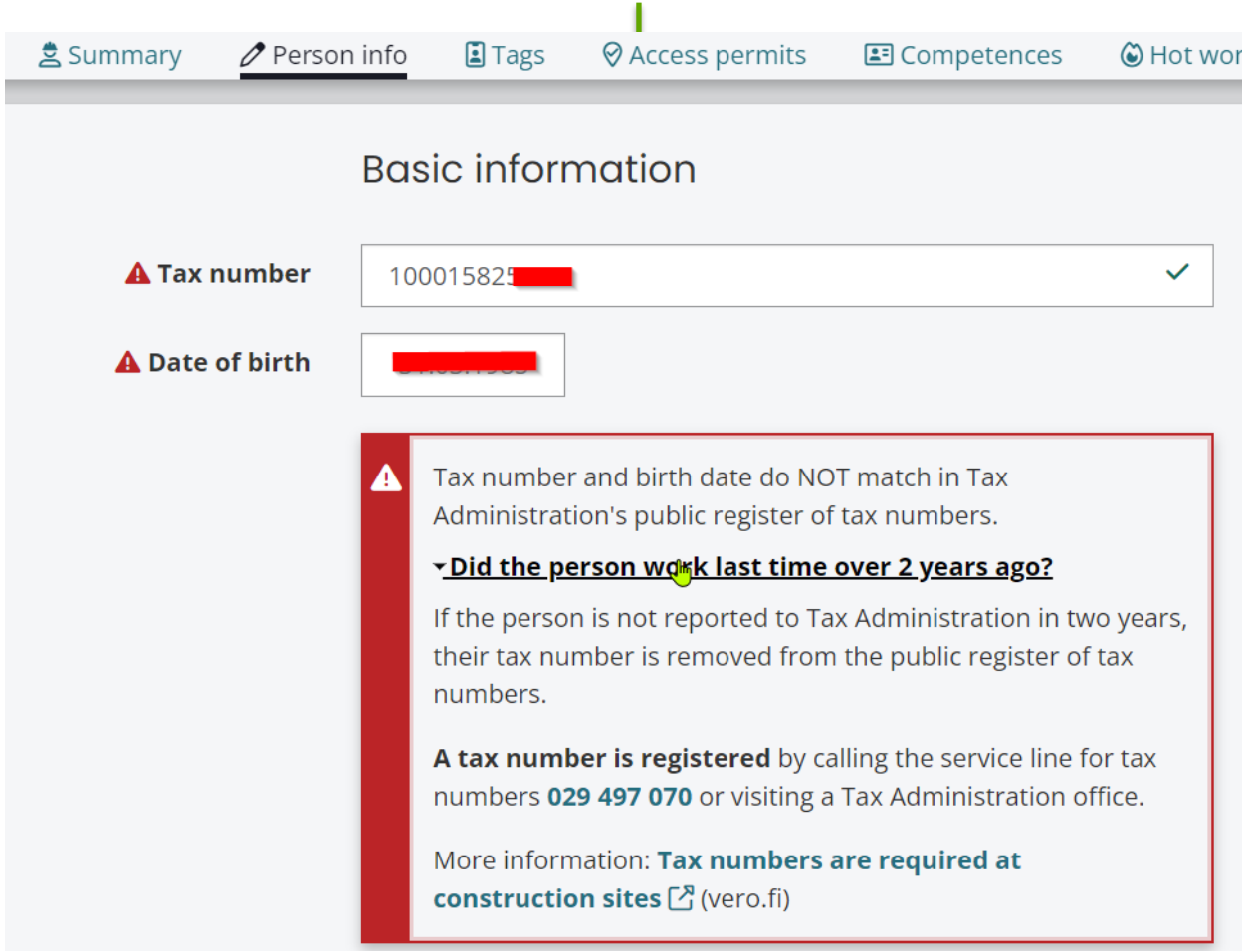
If a person's information has been entered in Zeroni, you can search for their information using their name, Valtti card or tax number. If you cannot find the person you are looking for, click on **+ Add New Person**.

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.

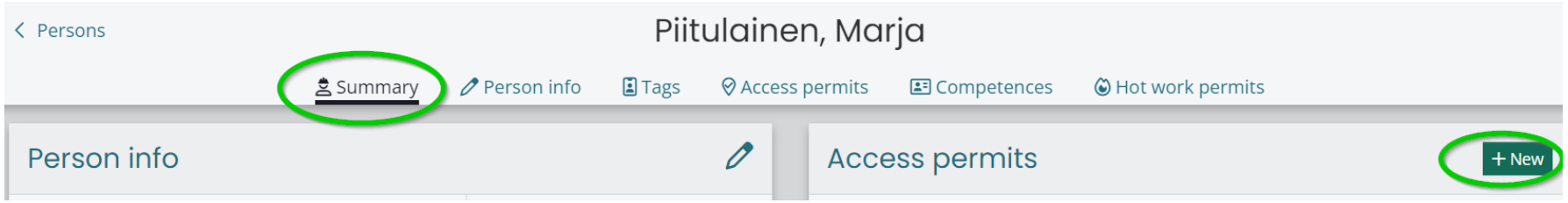
4. Adding people to a site/tax number error message

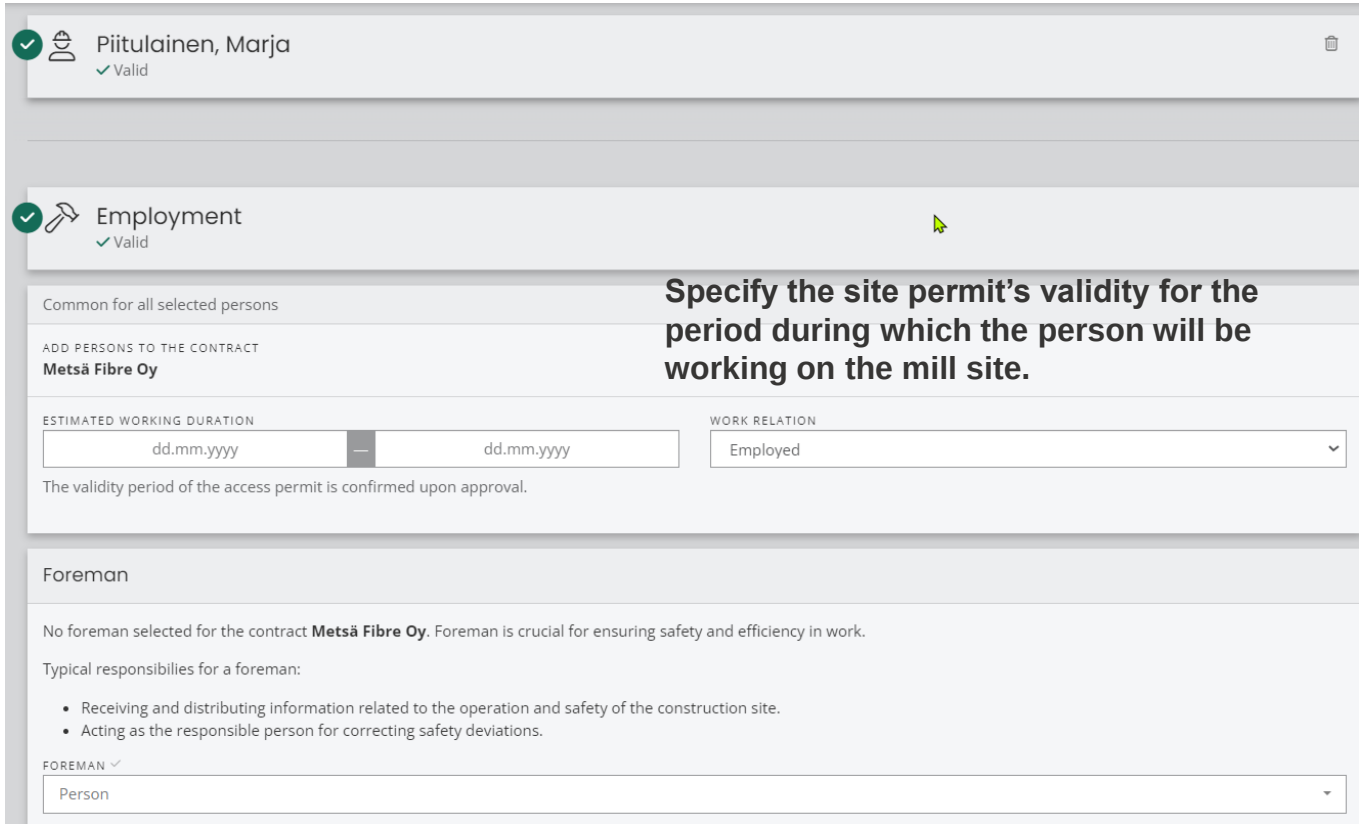
- Check the person's tax number and date of birth
- For further information, see https://www.vero.fi/en/About-us/contact-us/efil/

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.

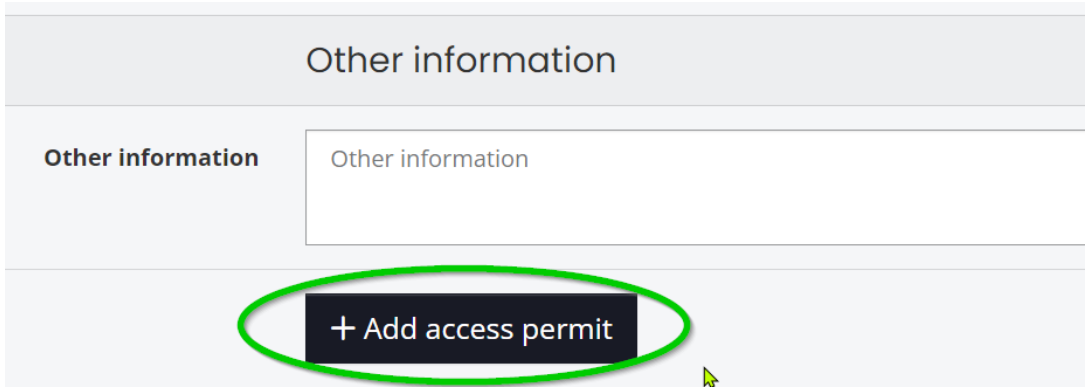


5. Adding a site permit through the person's summary





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

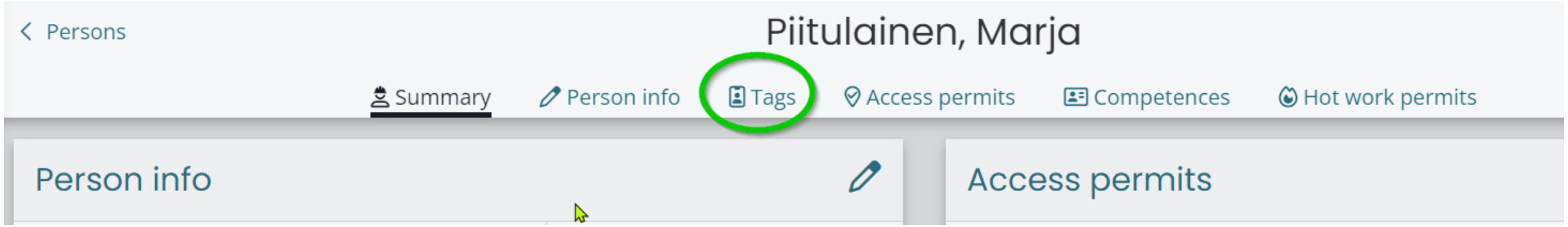


Add a site permit for the person. The site permit will take effect when all the qualifications/induction required for the site are in order (induction to the work to be performed at the mill).

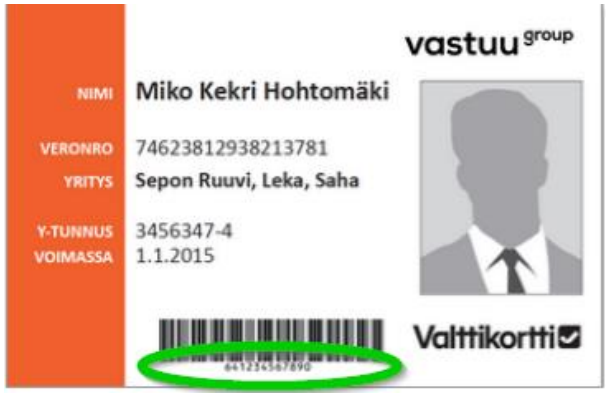
Under **Roles on site**, select Foreman' if the person is a foreperson/contact person. **This option is important.** It ensures that messages are submitted correctly, e.g. during shutdowns.

Metsä

6. 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.**



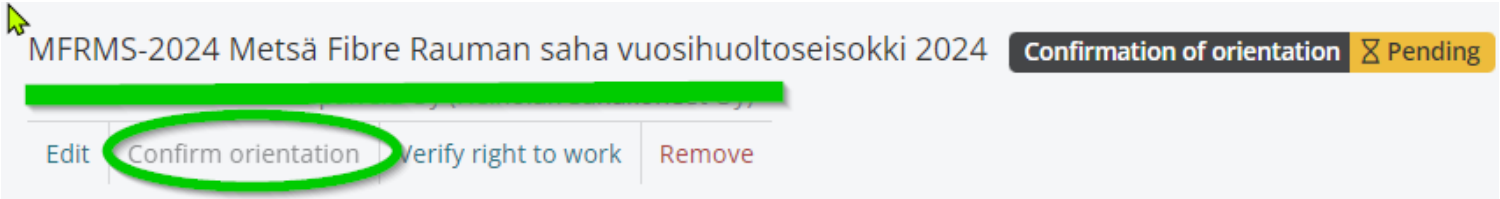
7. The qualifications required for the site

Everyone working on construction sites must have completed the required safety induction.
+ Occupational safety card (issued by TTK) or
a corresponding card issued in another country (check equivalence with the contact person).

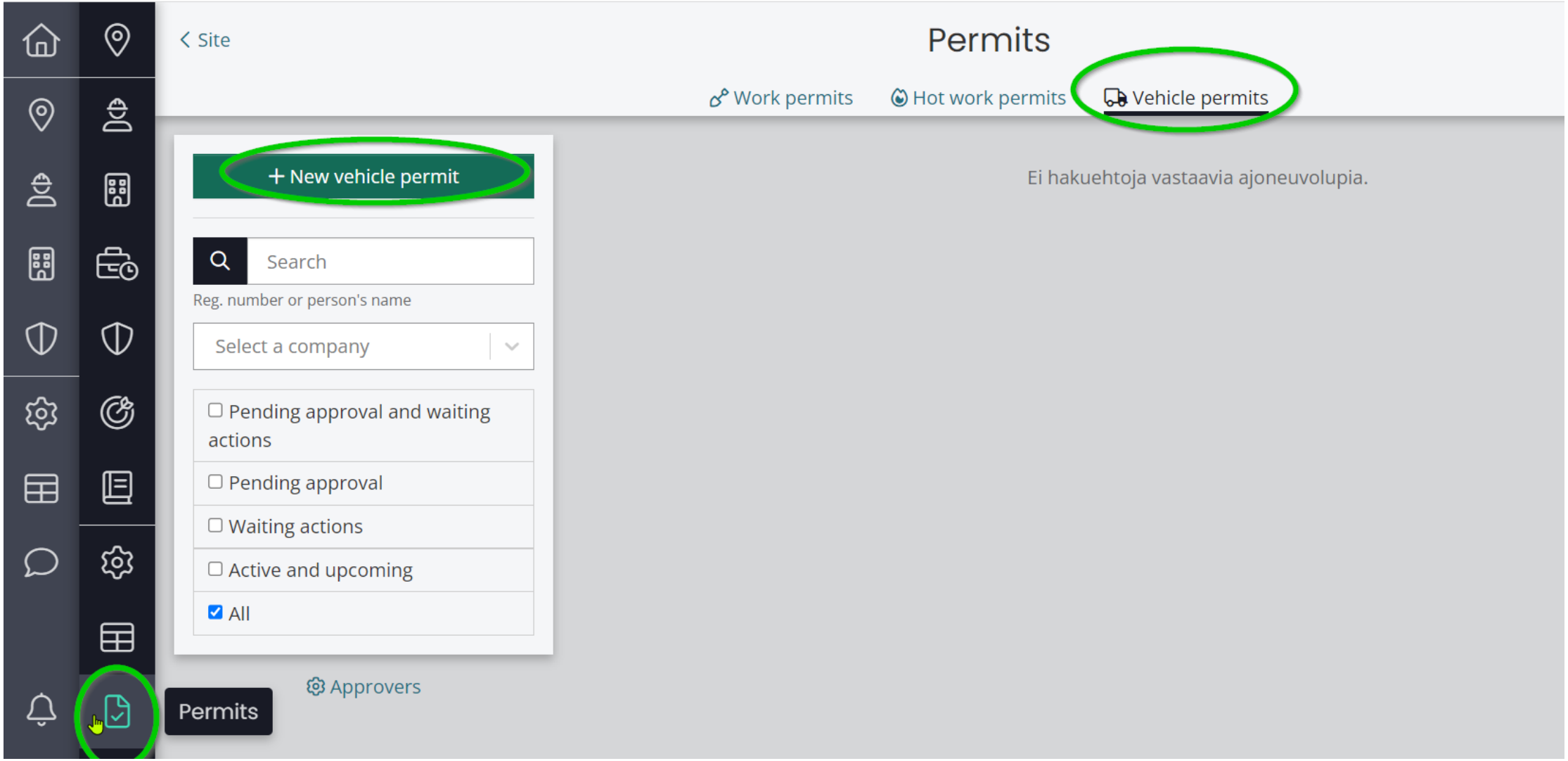
- The safety induction is carried out by logging in to Zeron
- When a person is added to a work permit in Zeron, a message is sent to their email (= in their contact details in Zeron) if they have any inductions to complete

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 ('Confirm orientation') under site permits.**



9. Applying for a vehicle permit in Zeroni



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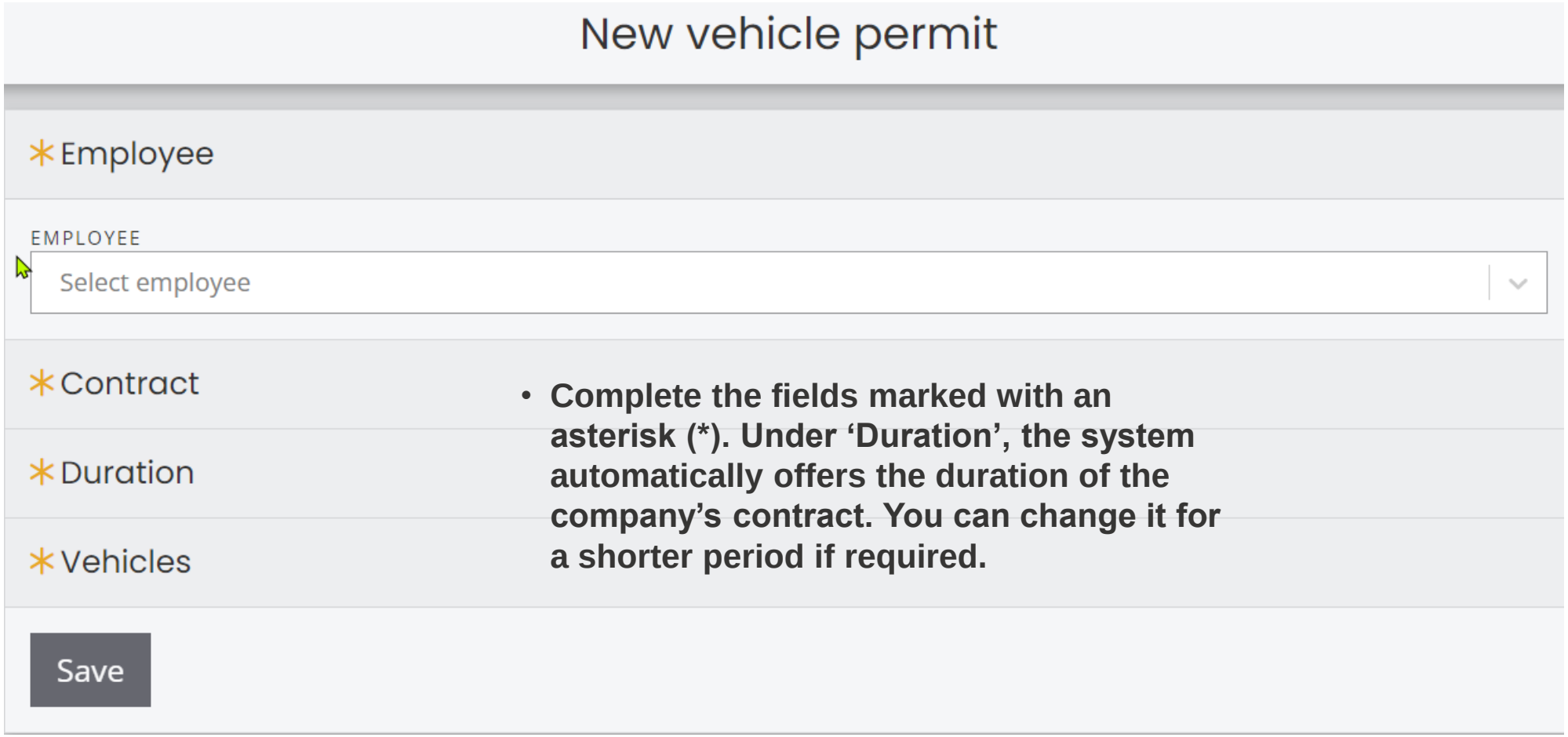
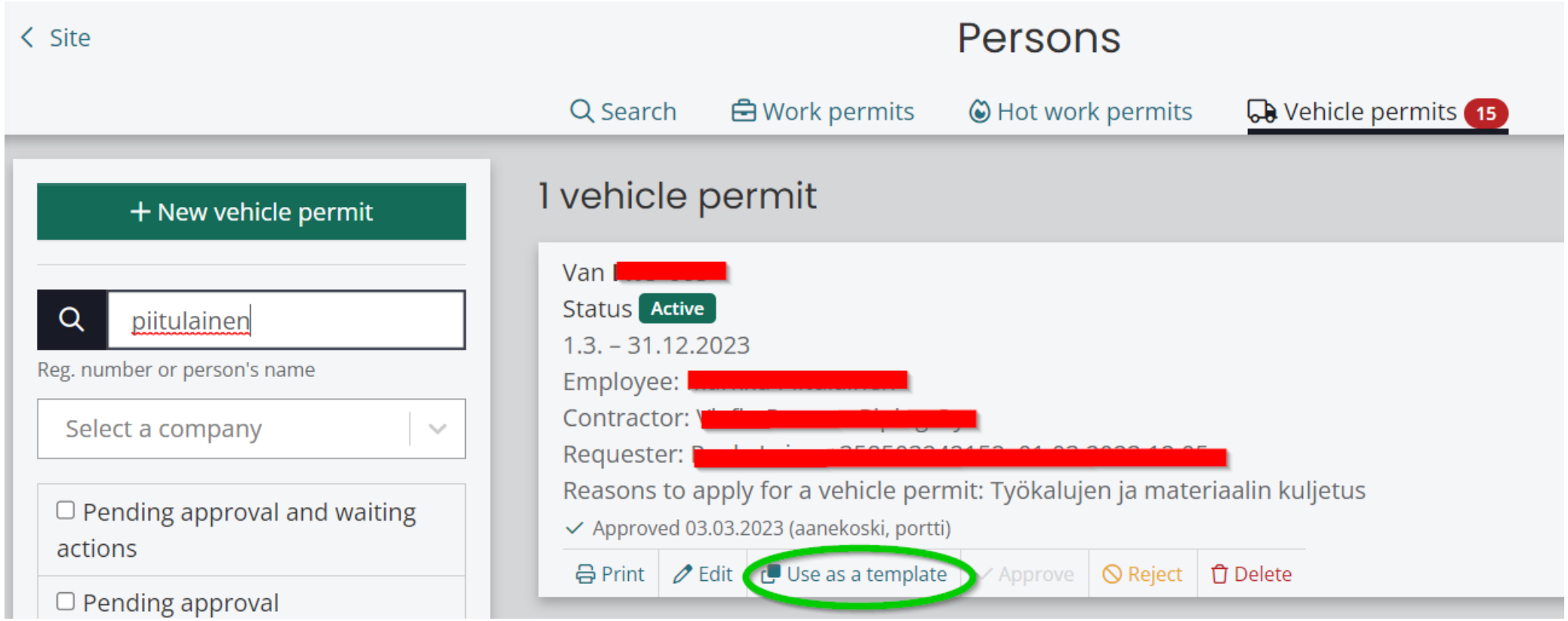


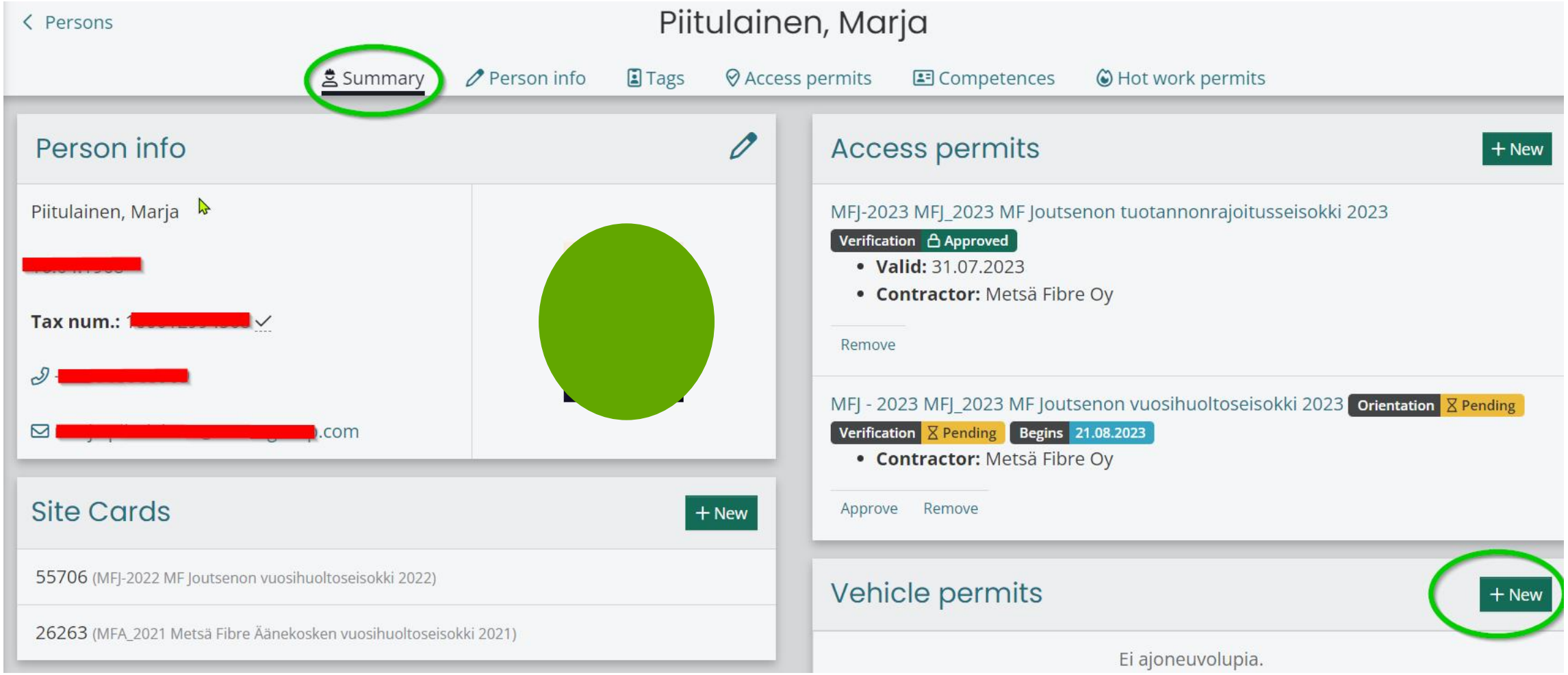
- **Complete the fields marked with an asterisk (*). Under ‘Duration’, the system automatically offers the duration of the company’s contract. You can change it for a shorter period if required.**

9. Applying for a vehicle permit in Zeroni

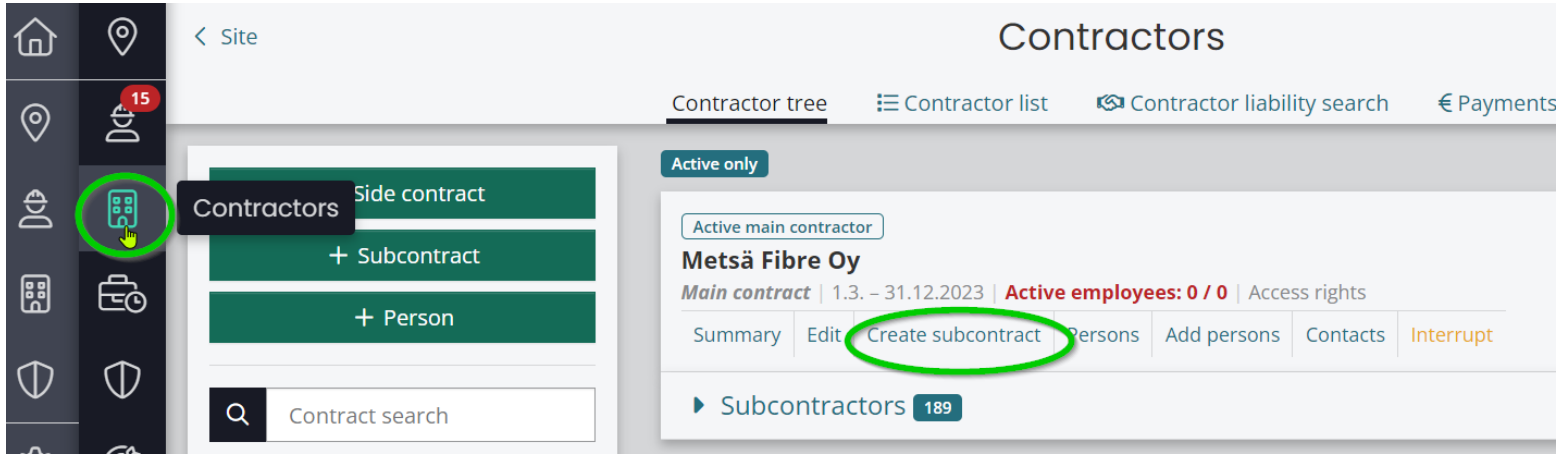


- **You can first create one permit and then use it as a template to create applications for other people to use the same vehicles.**

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



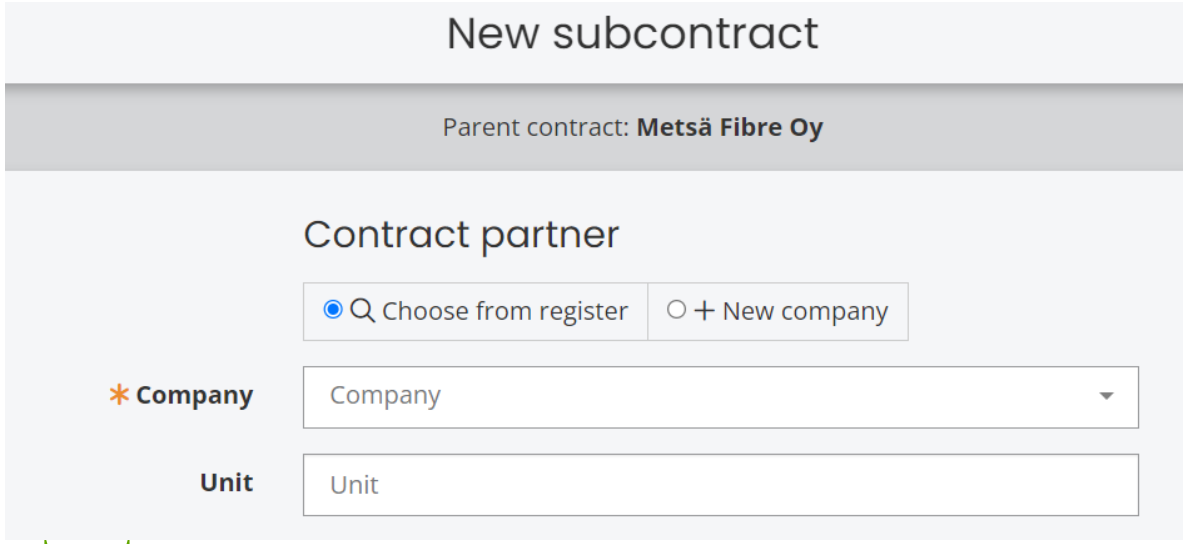
10. Adding a contracting partner (subcontractor) to the site



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.



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.

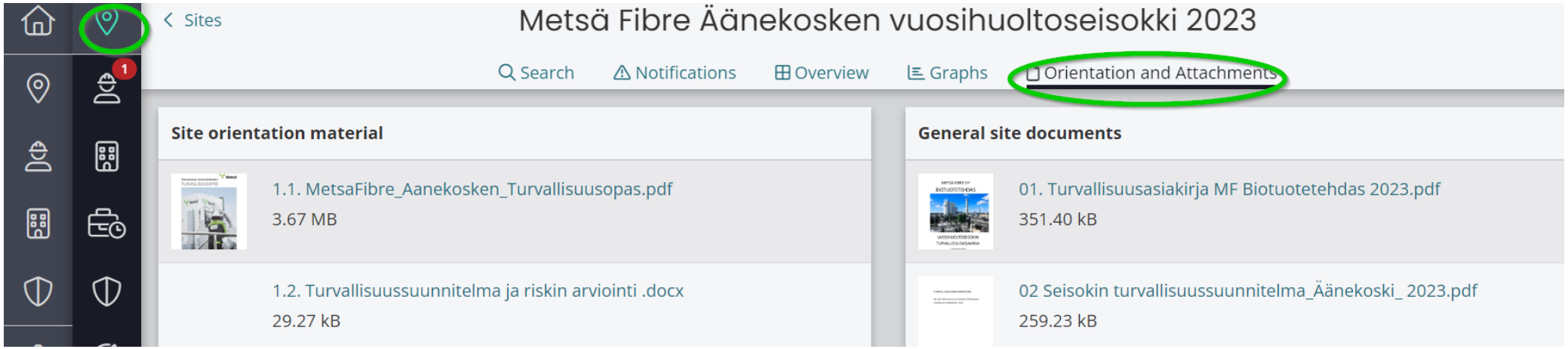
To add a new company, use the **+ New company** function and enter the company's business ID. The company's information is then automatically pre-populated if it is available in the Business Information System.

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.

11. Site documents

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



12. 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
  - **During the annual maintenance shutdown, all persons in the area are added to the Zeroni system**

13. 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/