



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](#).

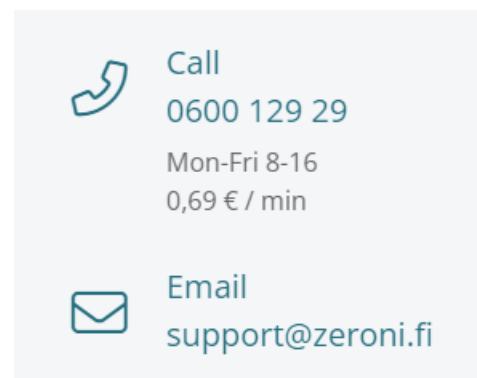
In addition, the service provider is required to register its personnel in the public tax number register. The registration can be done on the [website of the Finnish Tax Administration](#)

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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

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

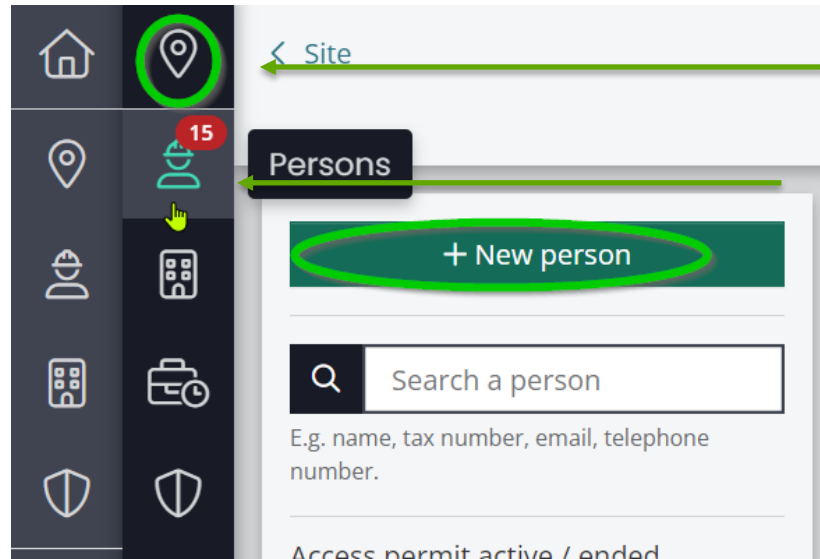
The screenshot shows the Zeroni user interface. At the top, the user is identified as 'Marja' and 'Metsä Fibre Oy / Marja Piitulainen (Administrator)'. The interface is divided into several sections:

- Session:** Includes options for 'Suomi' and 'Logout'.
- User settings:** Includes options for 'Default company and site' and 'Change password'.
- Company to login as:** A dropdown menu showing a list of companies. 'Metsä Fibre Oy' is selected and marked as 'Default'. Other companies listed include 'Metsä Board Oyj', 'Metsä Fibre Oy, Kemi BTT', 'Metsä Fibre, Rauman saha', 'Metsä Spring Oy', 'Metsäliitto Osuuskunta', and 'MI Demo Oy'.

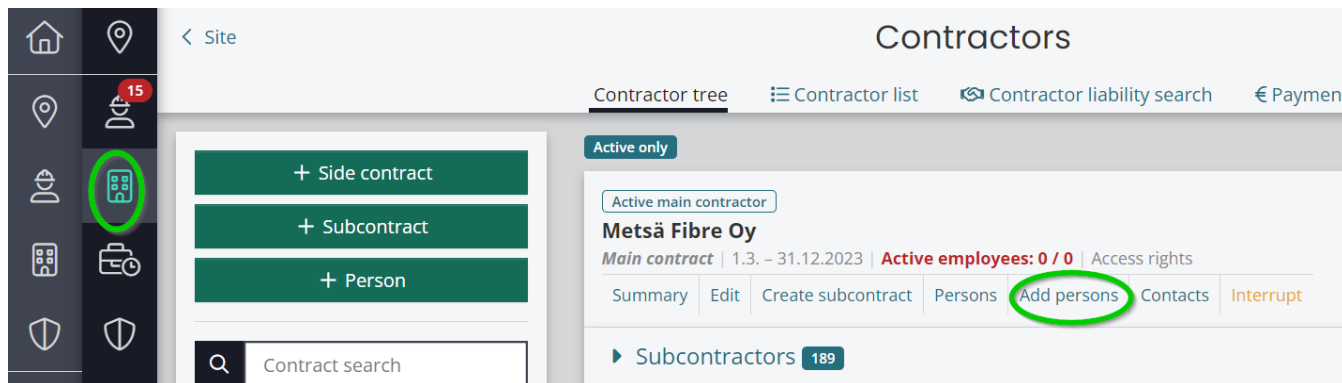
A green callout box with the text 'Check that you are logged in as a company in Zeroni.' is overlaid on the 'Company to login as' section.

# 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

**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/](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.

Summary Person info Tags Access permits Competences Hot wor

### Basic information

⚠ Tax number 100015825 ✓

⚠ Date of birth [REDACTED]

⚠ 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 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

✓ Piitulainen, Marja ✓ Valid

✓ Employment ✓ Valid

Common for all selected persons

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

ADD PERSONS TO THE CONTRACT  
Metsä Fibre Oy

ESTIMATED WORKING DURATION dd.mm.yyyy - dd.mm.yyyy WORK RELATION Employed

The validity period of the access permit is confirmed upon approval.

Foreman

No foreman selected for the contract **Metsä Fibre Oy**. Foreman is crucial for ensuring safety and efficiency in work.

Typical responsibilities for a foreman:

- Receiving and distributing information related to the operation and safety of the construction site.
- Acting as the responsible person for correcting safety deviations.

FOREMAN Person

Other information

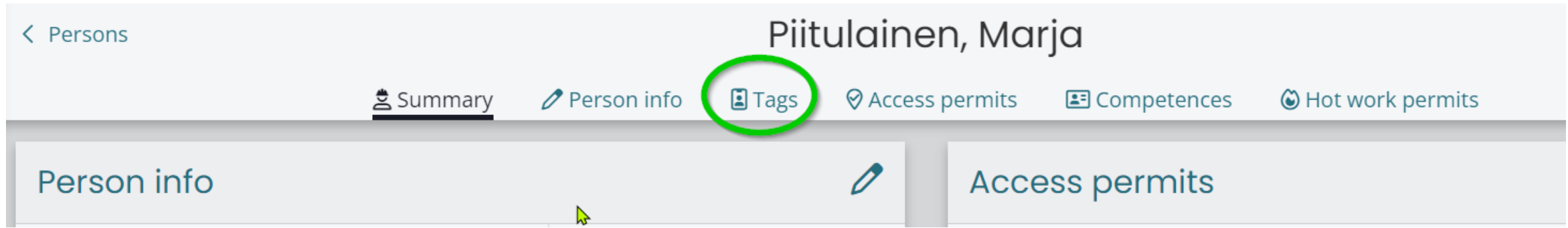
Other information

+ Add access permit

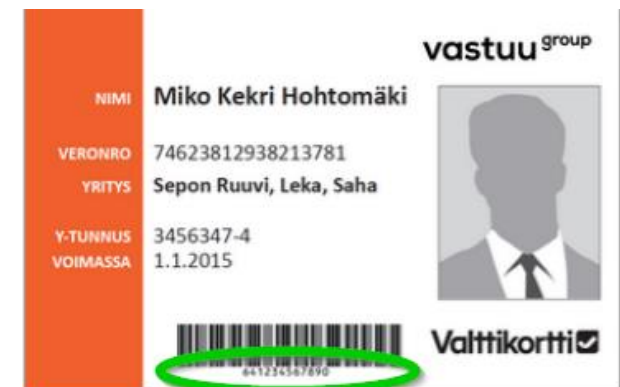
Add a site permit for the person. The site permit will take effect when all the qualifications/induction required for the site are in order (induction to the work to be performed at the mill).

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

# 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.**



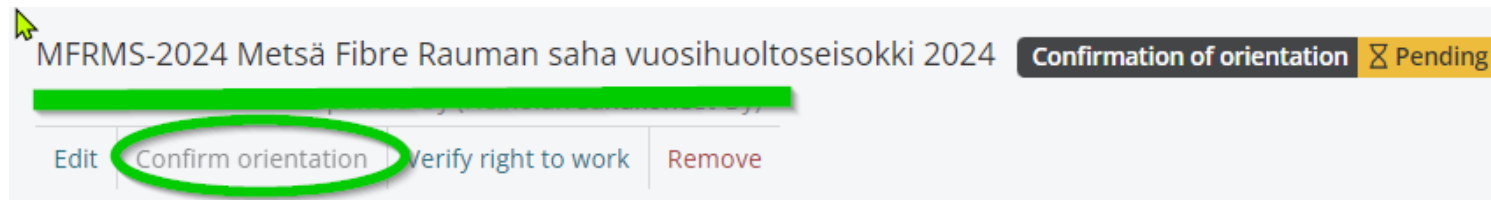
# 7. The qualifications required for the site

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

The screenshot displays the Zeroni mobile application interface. At the top, the title 'Permits' is centered. Below it, three tabs are visible: 'Work permits', 'Hot work permits', and 'Vehicle permits'. The 'Vehicle permits' tab is highlighted with a green circle. On the left side, a dark navigation bar contains various icons, with a document icon at the bottom circled in green. A search filter overlay is positioned on the left, featuring a green '+ New vehicle permit' button at the top. Below this, there is a search bar with the placeholder text 'Search' and 'Reg. number or person's name'. A dropdown menu labeled 'Select a company' is also present. The filter overlay includes several checkboxes: 'Pending approval and waiting actions', 'Pending approval', 'Waiting actions', 'Active and upcoming', and 'All' (which is checked). At the bottom of the overlay, 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 a 'Select a company' dropdown. Below the search bar are two filter options: '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: Piitulainen; Reasons to apply: Työkalujen ja materiaalin kuljetus; Approved: 03.03.2023 (aane Koski, portti). At the bottom, there is an action bar with buttons for 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

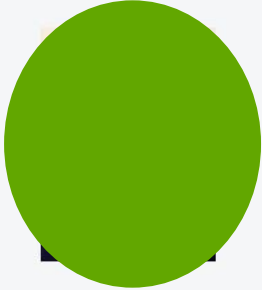
### Person info

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)

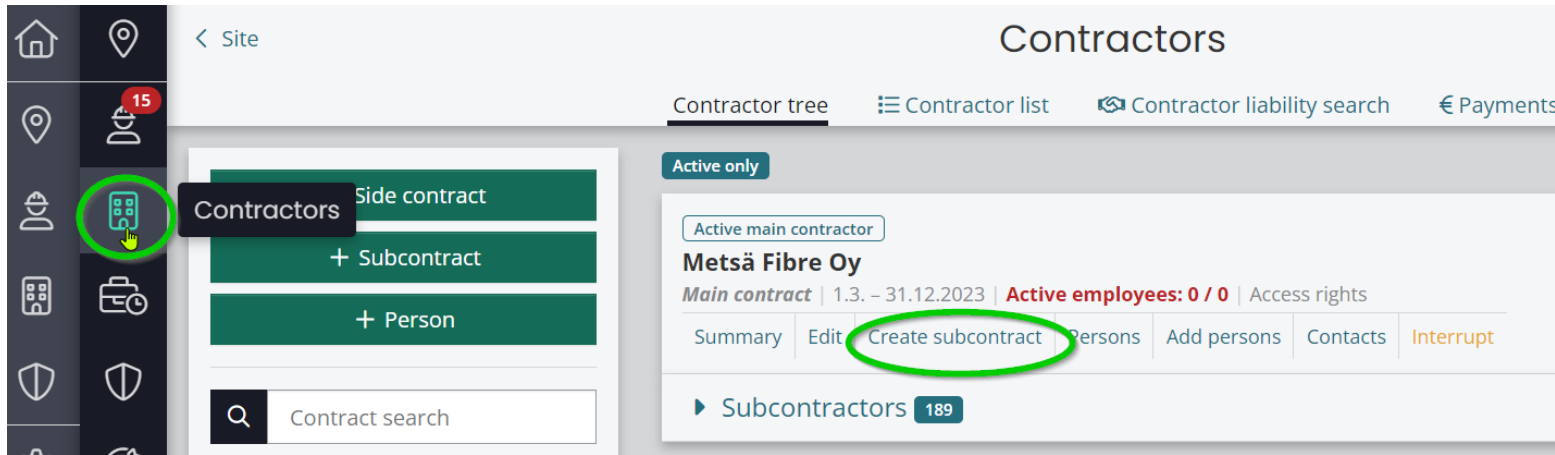
26263 (MFA\_2021 Metsä Fibre Äänekosken vuosihuoltoseisokki 2021)

### Vehicle permits

+ New

Ei ajoneuvolupia.

# 10. 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.

# 11. 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 shows the user interface for the 'Metsä Fibre Äänekosken vuosihuoltoseisokki 2023' site. The top navigation bar includes a home icon, a location pin icon (circled in green), and a 'Sites' breadcrumb. The main navigation menu contains 'Search', 'Notifications', 'Overview', 'Graphs', and 'Orientation and Attachments' (circled in green). The content area is divided into two columns:

- 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 Biotuotetehdas 2023.pdf (351.40 kB)
  - 02 Seisokin turvallisuussuunnitelma\_Äänekoski\_2023.pdf (259.23 kB)

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