

SITE REGISTRATION TOOL

Access right processes



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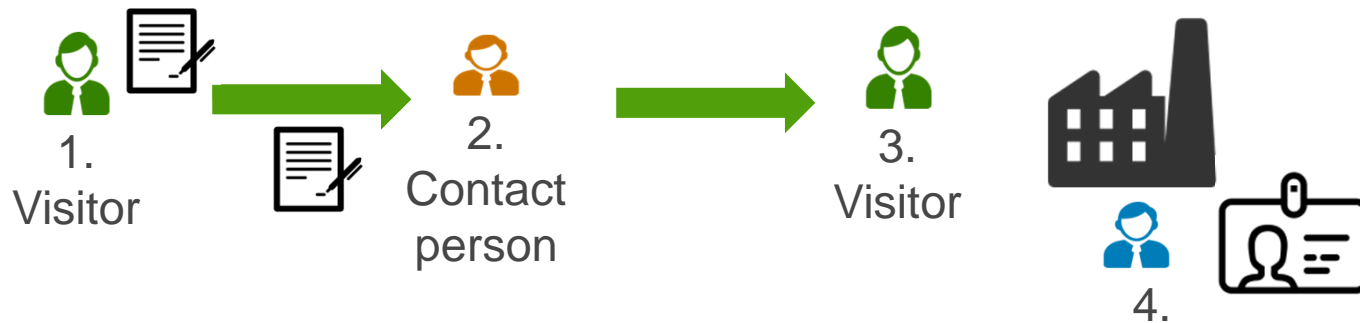
Site Registration Tool (ULP)

Some basic information:

- A person, who needs to have physical access to UPM production unit, will make an application well in advance via Site Registration Tool (ULP)
 - Contractors
 - Visitors
 - Employees from other companies working at the site
- Every person and vehicle need to be specified. Therefore it is important clearly state the reasons for access right request
- Every site has nominated contact persons who are authorized to approve or reject access requests. If the application has a request for vehicle, the request need to be considered carefully
- The applicant will receive email notifications related to access right requests handling
- If an application has any inconsistencies or mistakes the contact person will reject it. In these cases the access rights need to be applied again
- No one has a right to enter the site without specified authorization

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ULP – Visitors

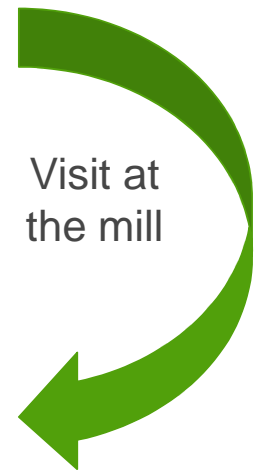


1. Contact person will guide visitor to fill in application at <http://gates.upm.com>
2. Contact person will process the application
3. Visitor arrives in mill reception
4. Visitor will receive a visitor's card and the host will be informed
5. Visitor's card to be returned after the visit

Visitor will receive visitor's card from the reception



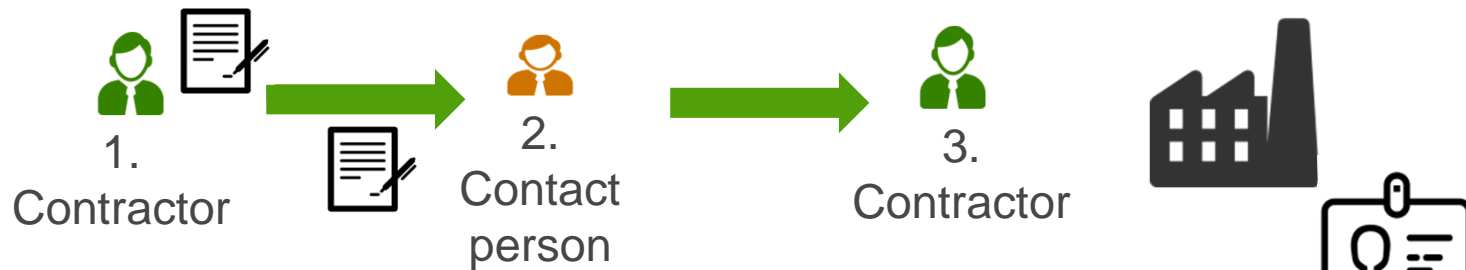
Security-processes



Safety-processes

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ULP – Contractors



1. Contact person will guide contractor to fill in application at <http://gates.upm.com>. Application may include right to use vehicle at the site
2. Contact person will process the application
3. Contractor arrives in the mill reception
4. Contractor will receive an access key token
5. Access key token to be returned after assignment / contract is over

4. Contractor will receive access key token from the reception

One access key token:

- If the contractor is working at several sites, the same access key token will be valid
- To activate the access key token, accesses need to be applied for each site separately

5. Contractor
Security-processes

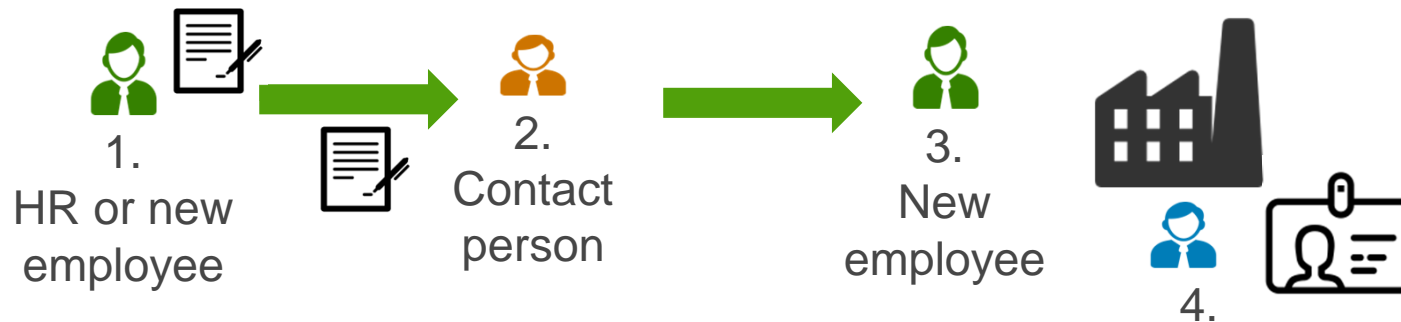


Access right to the mill

Safety-processes

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ULP – Employees from other companies working at these site



1. Company's HR will guide the person to fill in application at <http://gates.upm.com> or will fill it in on behalf of the person
2. Contact person (HR or supervisor) will process the application
3. New employee arrives in the mill
4. New employee will receive an access key token and contact person will be informed
5. Access key token to be returned after employment has ended



Security-processes

Safety-processes



UPM

The Biofore
Company