SITE REGISTRATION TOOL

Quick guide for visitors

OneSecurity
Site Registration Tool

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

OneSecurity
Site Registration Tool

Visitors:

- Site Registration tool will be taken in use at all UPM production sites in Finland during the year 2018 – 2020

- If you have agreed appointments or visits in UPM site or in other companies operating at UPM site, fill in application via Site Registration tool

- You will receive email notifications related to your application

- If an application has any inconsistences or mistakes the contact person will reject it. In these cases the access rights need to be applied again

- If you will visit at process areas at mill, please confirm from your host all needed safety equipment

- If you have a group visit for 7 persons or more, please ask the group leader to fill in application of behalf of the whole group and lists the participants in to *Comment / Additional information* field (see slide 9, section 6)
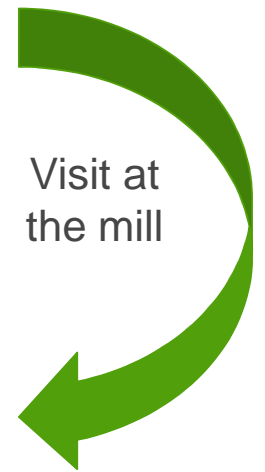
OneSecurity
ULP – Visitors

1. Visitor → **2. Contact person** → **3. Visitor**

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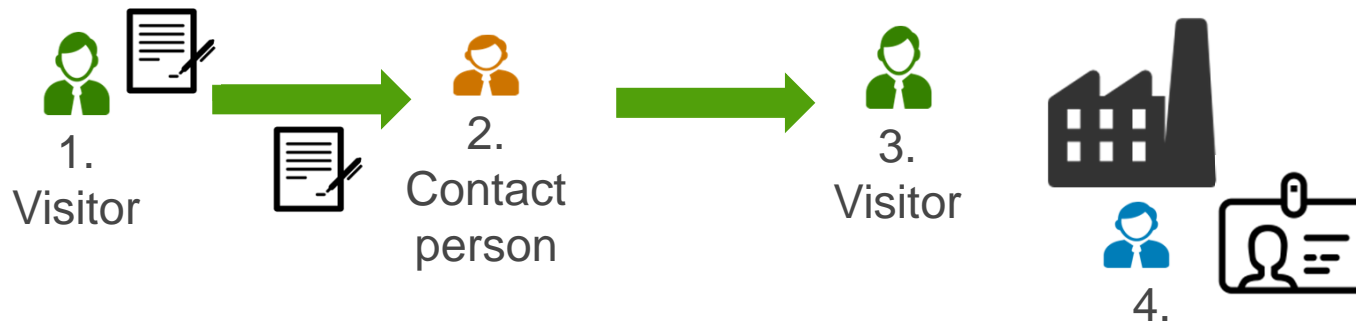
1. Contact person will guide visitor to fill in application at http://gates.upm.com
2. Contact person will process the application
3. Visitor arrives in mill reception
4. Visitor will receive a visitor's card and the host will be informed
5. Visitor's card to be returned after the visit

Visit at the mill

5. Visitor

Security-processes | Safety-processes

OneSecurity
Site Registration Tool (ULP)

The Biofore Company **UPM**

Site registration:

Persons, possible incl. also vehicle request, need to make an application for registering to the site via Site Registration tool (ULP)

First select the district

Site Registration Tool (ULP):
http://gates.upm.com
The link is also available via mobile phone

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Registering to Site

Rekisteriseloste
Privacy policy

Choose district first. Second, choose site you want to request access for.

Pietarsaari	Tampere Raflatac
Tervasaari Valkeakoski	

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Site Registration Tool (ULP)

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Selecting the site:

Depending on the chosen district several sites will be available to be selected.

Access rights for each site need to be applied separately

Select the site

The Biofore Company **UPM**

Registering to Site

Rekisteriseloste
Privacy policy

Choose district first. Second, choose site you want to request access for.

Pietarsaari	Tampere Raflatac
Tervasaari Valkeakoski	

Choose site below to continue.

Alholmens Kraft	Alholman saha
BillerudKorsnäs	UPM Metsä
UPM Sellu	Pietarsaaren lisäkulut
Walki	

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Site Registration Tool (ULP)

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Access request:

Start your application by selecting the type for your access requst:

- Henkilökunta = **Employees:**
  Employees from other companies working at site
- Palveluntoimittajat, urakoitsijat **= Contractors:**
  Contractors with assignment to the site
- Vierailijat = **Visitors:**
  Visitors to the site

Choose suitable type for new access request.

Workforce
○ Henkilökunta **= Employees**

○ Palveluntoimittajat, Urakoitsijat **= Contractors**
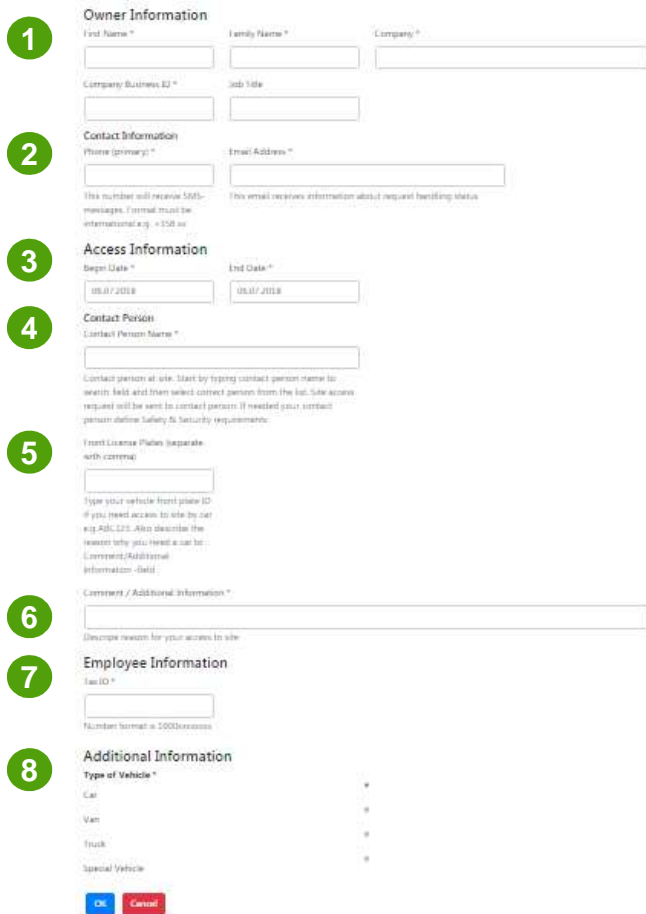
Visitors
○ Vierailijat **= Visitors**

OK

Cancel

Fill in application:

Mandatory fields marked with *

1. Owner information
- Business ID is mandatory for employees and contractors, not for visitors

2. Contact information
- Fill phone number in international format e.g. +358xxx

3. Access information
- Start date for your visit or assignment
- End date for your visit or assignment

4. Contact person
- Select your contact person within the site from the list

5. Vehicle license plate number/s
- Will be add ONLY, if needed
- Visitors will add their license plate number in Comment / Additional information field, if needed

6. Comment / Additional information
- Every access right request need to be carefully specified, so that contact person is able to handle the application and make the decision

7. Employee information
- Tax ID is mandatory information from every contractor and contractor's employee. Visitors do not need to fill in tax ID

8. Additional information
- Select the type of your vehicle, if it is needed at site

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Site Registration Tool (ULP)

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- When your application has been saved to the system you will receive email notifications of the application handling process

    – Sender of the emails is: UPM@Visy.fi

    – Messages are automatically generated, therefore you are not able to reply to the message

UPM

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