



PERMISSION TO USE A COMPUTER DEVICE IN PLANT AREA

Fill in this form to apply for permission to use a computer device in TVO Group's plant area. Permission is valid only when signed appropriately. Copy of the permission must be carried with the computer device. Deliver the original permission to TVO Group's Corporate Security (ST).

Company: _____ Type/serial number/other ID of the device: _____

Description of usage: _____

I commit myself to obey the following rules of information system security and usage at TVO Group:

1. Independent connecting of computer devices to TVO Group's networks is prohibited.
2. It is not allowed to copy any program belonging to TVO Group for personal use.
3. Each memory device (CD, DVD, USB-stick etc.) used at TVO Group must be checked for malware (e.g. viruses).
4. I agree that TVO Group's IT-expert can check my computer device in case when "permission to connect" is applied.
5. In the restricted power plant area, it is forbidden to use any other memory devices but CD-R/DVD-R or **OLKI**-labeled memory sticks.
6. Using a wireless connection in the restricted power plant area is prohibited.
7. Bringing of a computer device into the restricted power plant area is prohibited unless permission is given by Corporate Security (ST).

Date: _____

Holder of the computer device and clarification of signature

POWER PLANT AREA: OFFICES

Period of validity is max. 1 year.

Office premises inside TVO Group's double fences, e.g. OL1 and OL2 entrance buildings, maintenance offices at OL1 2nd floor, fire station, laboratory, offices of water treatment plant, radiation protection and outage building (including controlled area), office premises of the VLJ building and the gas turbine plant, maintenance building, regional office, archive building, OL3 office building UYA, 30UKE level 22 office premises and outdoor areas of the plant.

TVO's contact person fills in:

Period of validity: _____

Date: _____

Signature and clarification of signature

POWER PLANT AREA: RESTRICTED

Permission is valid only for the length of specified work.

OL1, OL2 and OL3 plant areas, excluding the aforementioned office areas. Permission of the restricted area is granted for a limited period required for the performing of assignments. **Permission to 'Power Plant Area: Offices' must be valid.**

Corporate Security (ST) approval:

Period of validity: _____

Date: _____

Signature and clarification of signature

PERMISSION TO CONNECT

Permission is valid for one connection only.

Computer check by TVO Group's IT-expert is always required. The computer device must always be checked for malware before connecting to a process system or device. For a new connection, the computer device must be re-checked and a new permission to connect must be applied. **Checked computer shall be taken to the restricted area at the same day as the check has been done or kept under control at the site.**

Number of work permit: _____ ID of the process system/device: _____

Period of validity: _____

Filled by the person in charge of the system or device:

- Permission to use the computer device in TVO's power plant area is valid.
 Computer device has been checked for malware or permission to connect has been received from TVO's Head of Security.
 This computer device can be connected to the process system/device mentioned above.

Date

Person in charge of the process system/device and clarification of signature

Checker of the computer device fills in:

Date: _____

[] Check passed [] Check failed [] Could not be checked

Signature and clarification of signature

Corporate Security (ST) approval:

Date: _____

Signature and clarification of signature

Security person fills in:

Date: _____

Signature and clarification of signature