# PERMISSION TO USE A COMPUTER DEVICE IN POWER PLANT AREA

Fill in this form to apply for permission to use a computer device in TVO Group's power 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 Nuclear Security and Emergency Preparedness Team (STT).

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 when it is used in the restricted power plant area.
5. In the restricted power plant area, it is forbidden to use any other memory device but CD-R/DVD-R or TVO's green 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.

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 2$^{nd}$ floor, fire station, laboratory, offices of water treatment plant and outage building (including controlled area), OL3 office building and outdoor areas additionally all Posiva's plant area buildings (Onkalo tunnel, Crane-, Ventilation- and Tunneltechnology buildings).

**TVO's contact person fills in:**

Period of validity: _____    Date: _____    _____
                                                              Signature and clarification of signature

**Security person fills in:**                  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 must be renewed every single time the computer device leaves the restricted power plant area and is brought there again. **Permission to 'Power Plant Area: Offices' must be valid.**

**Nuclear Security and Emergency Preparedness Team (STT) 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 for malware and a new permission to connect must be applied. **Checked computer has to bring to the restricted area at the same day as the check has been done.**

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 to 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: _____    _____
                                                                              Signature and clarification of signature

**Nuclear Security and Emergency Preparedness Team (STT) approval:** Date: _____    _____
                                                                                          Signature and clarification of signature