

20.03.2025

**Welcome to MM Kotkamills. Please follow these instructions and regulations in order to ensure the safety of yourself and other persons moving and working at mill area.**

- All our visitors have a named host person. You need to stop and sign up at the main gate at Norskankatu 6 for more detailed instructions. Be prepared to prove your identity.
- You must apply for a passing permit at mill <https://visy.kotkamills.com/kmpyynto/start.do>
- You will receive a valid visitor's card, safety guide and PIN code from the main gate. The visitor's card must be kept visible throughout the visit. With a PIN code you acknowledge your entry into and exit from the mill area at the gate reader.
- At site area, you need to wear safety vest, given by your host. You can also bring your own vest with you. Other needed PPE are provided from your host if needed. But you need to bring your own safety shoes with you, if you will visit at process areas.
- Board and paper production hall and the sheeting centre area require compliance with area specific product safety instructions. The use of watches, necklaces, rings etc. is forbidden in all production areas (exception: the paper machine hall's yellow visitor route lines).
- Main rule for arrival in the mill area is by walking but in case if you have to get a driving authorization to the mill area, follow the traffic rules and beware of truck, train and forklift traffic, as well as pedestrians. The speed limit in the mill area is **20 km/h**.
- In case of fire or chemical (gas) incident, please follow the instructions given by your host person and by the rescue team.
- Photographing and videotaping in the mill area are prohibited.
- Smoking is prohibited in the whole mill area.
- Return the visitor card and safety equipment when you leave to the main gate or to your host.





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## AREA MAP



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