

Instructions for using the text message SMS notification in Fingrid

Text message SMS notification is part of Fingrid security policy

The text message SMS notification method is part of the safety system and provides access to further specified information concerning work groups, their work, and Fingrid employees at Fingrid's substations, reserve power plants and transmission lines. The text message SMS notification method does not replace any other requirements set by Fingrid's guidelines concerning the timing or advance planning of work, nor does it replace other safety-related procedures such as e.g. the compilation of a safety declaration. Here, work group refers to the entire contracting or supplier chain participating in the same work.

A person arriving on the working site must register with the system by text message. For work groups, it is enough for just one person to give notification. The notification must be given daily before the first person arrives. The person who gives notification must be reachable by telephone throughout the entire duration of the work.

The system can either give direct permission for access to the working site or require that contact is made. Access permits are phone-specific, so the telephone may not be given to a person for text message SMS notification use if the person has not received valid local instruction for the working site.

Sending a text message SMS notification

The person giving the text message SMS notification must have received valid local instruction for the working site and his or her contact details must be saved in Fingrid's text message notification application. Fingrid employees responsible for regional operations or reserve power unit specialists will maintain these contact details.

The text message SMS notification always beginning with the word **TURVA**, after that **space** and mark **#** (hash). Write a brief description of the work after the hash sign. The size of the font makes no difference. Message is written as follows

- for substations: **TURVA #AN#substation inspection**
- for reserve power stations: **TURVA #FOKT#inspection visit**
- for transmission lines: **TURVA #VAR-VJR#line inspection** (For transmission lines, be sure to give the line abbreviation so that substation codes are in the correct order.)

If a work group's work will concern several transmission lines on a single day, a text message notification concerning the relevant lines can be sent in a single text message. Several transmission lines are written in the text message so that the transmission line abbreviations are separated with a comma and end in a hash sign and description of the work.

- for several transmission lines : **TURVA #ul-tm,fo-ruo#renewal of signs**

Text message notification concerning several substations or reserve power plants cannot be sent in a single text message!

A text message SMS notification should be sent to the number **18161.**

Text message is processed in the Fingrid's system, including a review of the personal data and telephone number, valid local instruction, risk factors and the other working groups at the site. An approved text message notifications will always be saved in the safety declaration application.

If you do not receive a return message, first check that you entered the number correctly. If you still do not receive a return message, contact the Main Grid Control Centre to agree on what to do next.

Return messages to the user

The application will always send a return message confirming a received text message notification to the mobile telephone used. A separate text message may also be sent in connection with the return message concerning any possible risk factors recorded for the site.

In the return message, the user will also receive information on individuals who registered at the working site earlier on the same day who have not yet given notification of leaving the site.

The person who sends the declaration must follow the instructions given in the return message!

Return message alternatives are:

- XXX access permit.
- XXX access permit. Risk factors on the site XXX: risk factor's description.
- XXX access permit. These work groups are on the side: NAME X, Company Y and tel. 123456789
- XXX access denied. Please contact Fingrid's operations specialist, NAME X and tel. 123456789
- XXX access denied. Local instruction is not valid. Please contact Fingrid's operations specialist, NAME X tel. 123456789

- Site abbreviation is wrong. Check the abbreviation or contact the Fingrid Main Grid Control Centre tel. 030 395 4300
- You don't have right to make the text message notification. Please contact Fingrid's operations specialist.
- Message format is incorrect. Check the format of the message or contact the Fingrid Main Grid Control Centre tel. 030 395 4300.
- Site abbreviation is wrong. Check the format of the message or contact the Fingrid Main Grid Control Centre tel. 030 395 4300.
- Work on the site XXX has been marked finished.

If new work groups arrive at the same working site later on the same day, the system will send an automatic text message to the individual who registered at the working site earlier in the day: Work group YYY is arriving at XXX working site, tel. 123456789.

Text message SMS notification expires at end of midnight

An approved text message SMS notification is always valid until the end of the day on which it was sent. If work will continue the following day, a new text message notification must be sent by text message.

Text message of leaving the working site

When a work group finishes work on a working site, the person who sent the text message notification must send notification that the group is leaving the working site. The leaving notice is sent by writing the beginning of the sentence TURVA and after that two hash signs ## (remember space before the TURVA word) and last the abbreviation for the working site in question (e.g. TURVA ##KA). After this, the person who sends the leaving text message get the return text message "Work on the site XXX has been marked finished".