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## External visitors to Kaknästornet

Kaknästornet has a key function within Teracom AB and is an important part of our society's infrastructure. The demands placed on Teracom always to be able to communicate important information in the event of crises and war are very clear. Customers and the owner require that we maintain a high level of security awareness and that we are responsible for the relevant protection being present for and in our facilities.

### Accredited visitor, placement customer – contractor

Accredited visitors must register at reception, and are entitled to receive keys/pass cards to Kaknäs and selected sections for a limited period of time. The visitors must be registered at reception and must be able to provide identification.

### Information regarding accredited placement customer – daytime

- The business manager for an accredited placement customer must provide information on site about local conditions and applicable safety regulations in conjunction with the placement.
- The business manager must ensure that a personnel list is drawn up for the accredited placement customer, and that it is approved via e-mail by Group Manager Stockholm to reception.
- Accredited approved personnel lists are kept in the folder "Accredited visitors" at reception and the Operations Center.
- If necessary, the accredited placement customer has to sign for the key/pass card with the specified authorization level at reception. If a permanent key/pass card is required, this must be ordered from the Card and Key Center by the business manager, via e-mail by Group Manager Stockholm to reception. Identification or a passport for foreign nationals is required.

### Information regarding accredited contractor – daytime

- Clients for contracted work must provide information on site about local conditions and applicable safety regulations in conjunction with the assignment.
- The client must ensure that a personnel list is drawn up detailing assignment time and assignment location(s) within Kaknäs for the accredited contractor, and that this is approved via e-mail by the property manager or by Group Manager Stockholm to reception.
- Accredited approved personnel lists are kept in the folder "Accredited visitors" at reception and the Operations Center.

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- Work via contractors may only be ordered by individuals on the list of clients held at reception. Clients who are not on the list must contact the property manager or Group Manager Stockholm before a contract can be drawn up. Identification or a passport for foreign nationals is required.
- If necessary, the accredited contractor has to sign for a key/pass card with the specified authorization level at reception. If a permanent key/pass card is required, this must be ordered at the Card and Key Center by the client via Group Manager Stockholm.

## Access rules – other times

At other times, the above rules apply with the following amendments:

- Visitors are allowed in by a guard called by the Operations Management, and must provide identification when they arrive at and leave Kaknäs. Identification or a passport for foreign nationals is required.
- Company identification must be worn visibly.
- If the visitor is carrying out technical work at Kaknäs, this must be notified in writing to the Operations Center, which notifies the client by e-mail that information regarding technical work is available.

## Non-accredited visitors – other visitors

- On arrival, all visitors must sign in with the guard (identification or a passport for foreign nationals is required); visitors must sign out on departure. The visitor must be received by a visitor recipient.
- The visitor must wear a visitor's badge so that it is clearly visible.
- If the visitor is carrying out technical work at Kaknäs, this must be notified to the guard, who will inform the client by e-mail.