FORS!TE

A Simple Guide to Site Sign in Technologies

There are many technologies that manage site sign in or check in. Deciding which is best for your needs isn't always easy. This guide lays out the advantages and disadvantages of each type of solution to help you decide where to spend time on supplier selection.

getforsite.com

Why does Sign in Matter?

Effective site sign in is critical to an efficient, safe and compliant operation. Poor processes leave compliance gaps and create both visible and invisible inefficiencies, all of which affects profitability. Every site is different, each with unique logistical challenges, personnel, or risk levels. Picking the correct solution for your site is the key to ensuring appropriate data capture and compliance as efficiently as possible.

THE TECHNOLOGIES WE COVER

How we Evaluated Each Technology

Hardware required. An indication of the relative financial cost to implement the solution.

Administrative workload. The administrative hours likely required to manage compliance relative to other technologies.

Compliance. The strength of compliance this technology is likely to provide.

- **PAPER BASED**
- **QR CODES**
- **SIGN IN APPS**
- **SIGN IN KIOSKS**
- **ACCESS CARDS**
- **BIOMETRICS**

Do all access technologies also deliver health and safety compliance?

NO

Some do, some don't. For example, access cards restrict access, but don't have a mechanism to alert the user about new site hazards, and manage and record their awareness and acceptance. So some sign-in technologies need to be partnered with a health and safety compliance solution.

FORS!TE

PAPER BASED

Benefits

Lowest upfront cost, best suited for sites with almost no risk and low traffic onsite.

How it works

Pen and paper sign in methods usually consist of a sign in sheet or paper documents at a central point within a building. To complete a sign in, visitors or contractors make their way to the sign in location, make themselves known to staff or complete the paperwork on their own. If an induction is required, it will usually need to be completed in person by a staff member.

Implications

Paper processes can be hard to enforce as people can walk right by them. They also require administrative work to copy and file the relevant paperwork to make sure compliance records are up to date. When operating at scale this can become an admin heavy process.

Minimal

Hardware Required

High

Administrative Workload

Strong

Compliance

FORS!TE

QR CODES

Benefits

QR Codes are a cost-effective way to digitise health and safety sign-ins onsite. They are suitable for sites with almost no risk but medium onsite traffic.

How it works

These are similar to the now familiar contact tracing solutions where a user scans a QR code on their phone when they arrive onsite. A user then completes a quick online process including any compliance documents to sign in and must remember to sign out as they leave. This process can be on an app, or a web form depending on the level of complexity.

Implications

While they are easy and cheap to implement, QR codes are difficult to enforce as people can walk past without signing in, or can sign in without even being onsite. This creates a potential for gaps in compliance, much like paper solutions.
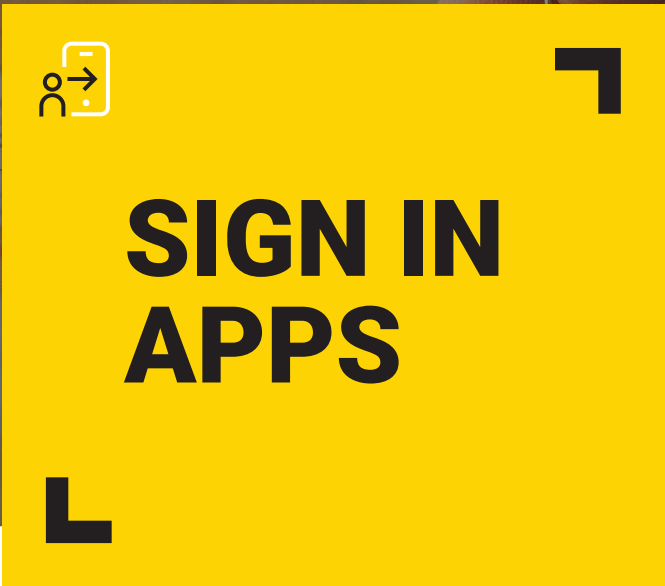
Minimal

Hardware Required

Light

Administrative Workload

Weak

Compliance

SIGN IN APPS

Benefits

By eliminating central sign in points, app solutions offer a very high level of compliance within a simple and cost-effective solution.

How it works

Most sign in apps use geolocation to identify people onsite and deliver safety information directly to their device. This connects those onsite to the critical safety information they need while giving managers remote visibility.

Sign in apps utilise geolocation in different ways to identify people onsite. With varying technology comes different levels of human opt-in, location requirements and data capture. Risk levels are different at all sites so selecting a provider that has flexible options is key to a successful process!
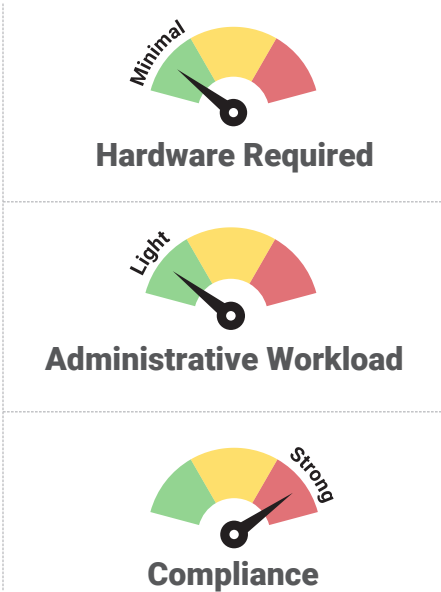
Manual sign in Apps

These solutions rely on users to open the app and sign in as they arrive onsite. It requires less access to a user's location services on their device. When working with a large network of suppliers this eliminates any privacy concerns.

Apps with automated presence detection

These utilise a mixture of sensors and geolocation to automatically identify and prompt anyone onsite to sign in. Site managers can receive escalations for anyone onsite but not checked in, creating a simple solution to gain 100% onsite compliance with minimal workload.

Implications

App solutions do require all onsite suppliers to have a mobile device, they also use small amounts of data and access location services.

Hardware Required — Minimal

Administrative Workload — Light

Compliance — Strong

SIGN IN KIOSKS

Benefits

Site managers get critical data of who is onsite through a very low involvement process for visitors or others that need it. They work best when complimenting a more comprehensive solution.

How it works

Desktops or tablets are placed at entry points to digitally capture people arriving onsite through a quick sign in process. This gives managers a quick overview of who is onsite at any one time.

Implications

If operating with just sign in kiosks alone, site managers can be exposed to similar risk as paper based or QR code solutions as there is no way to remotely enforce the process.

Medium

Hardware Required

Light

Administrative Workload

Weak

Compliance

ACCESS CARDS

Benefits

Effective option to control access for suppliers and create a digital register of who is in the building at any time. Suitable for sites that manage consistent suppliers or employees.

How it works

Contractors or staff hold a swipe card that gives access to certain buildings or specific rooms within a building. This enables property managers to control access and have a digital register of who is in the building at any time.

Implications

Can pose difficulties when subcontractors or one-off visitors are arriving onsite. Organising people to receive an access card is often an administrative headache for management teams and creates holdups for contractors. Access cards on their own do not simplify or automate health and safety processes and compliance.

High
Hardware Required

Medium
Administrative Workload

Medium
Compliance

BIOMETRICS

Benefits

Facial and fingerprint biometrics confirm the identity of those coming onsite. They can keep a site fully secure, as they are near impossible to bypass and require everyone to pass through one or several physical barriers to enter.

How it works

These solutions use a combination of cameras and scanners to match an arriving person against a stored profile using biometric technology. Once a person receives a positive match with an approved profile the system will acknowledge them as onsite and allow them to pass. As they exit, the system also registers this automatically creating live onsite records for managers.

Implications

Alone they do not fulfill a compliance solution – only an access solution. If that person is required to complete compliance documents, they typically need to do so online through a connected health and safety portal before arriving onsite. With such a high level of hardware and technology also comes a high price tag, so biometrics are often utilised by those with a very high-risk level.
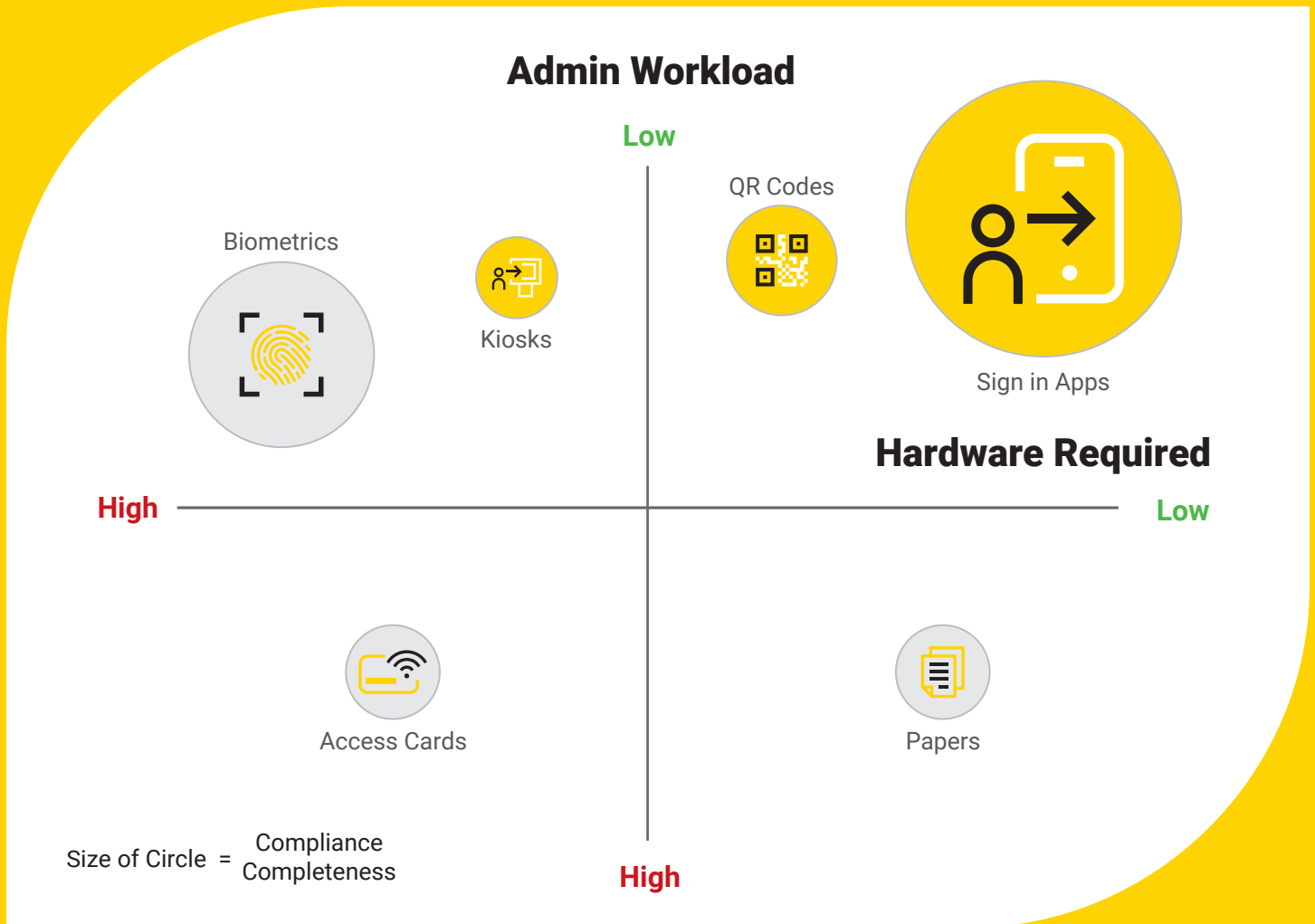
High

Hardware Required

Light

Administrative Workload

Strong

Compliance

HOW EACH TECHNOLOGY PERFORMED

A visual overview to understand how each solution scores against the key metrics.

Admin Workload

Low

QR Codes

Biometrics

Kiosks

Sign in Apps

Hardware Required

High ———————————————— **Low**

Access Cards

Papers

Size of Circle = Compliance Completeness

High

Best Fit for Each Technology

Technology	What properties would you use it at?	Benefits
Pen & Paper	For sites with very low risk levels and minimal visitor traffic.	No hardware investment required.
Access Cards	Sites where it is required to restrict and control access, with a moderate operational budget and regular suppliers coming onsite.	Able to control access of who's onsite. Good to manage consistent suppliers.
Biometrics	Sites that have a large operational budget with high risk or security requirements where managers need to control access with 100% accuracy.	Highest level of site security.

Forsite's Technology

Technology	What properties would you use it at?	Benefits
QR Codes	Sites with low risk or small operational budget. Site managers are willing to accept some gaps in their compliance records.	• Easy and cost effective to implement. • No app required. • Less admin workload to manage than paper.
Sign in Apps	Sites of low to high risk levels with multiple entry points that require a simple way for suppliers to complete a compliance process. Suitable for managers that want to automate their process and have remote visibility of onsite activity.	• Easy sign in process. • Configurable induction process. • Cost effective to implement. • Prompted sign in. • Visibility of those onsite not checked in. • Accurate attendance logs.
Sign in Kiosks	Sites that have a very low risk level and onsite traffic. **OR** Sites that have another solution for people exposed to risk but want an easy way for visitors to sign in.	• Very quick and simple to complete a sign in. • No app required.

FORSITE

FORS!TE