Digital Sign-In Sheet

A sign-in form for a phone, tablet kiosk or QR code, the decisions to settle before you build it, and a printable fallback for when the tablet is flat or the network is down.

ORGANISATION

DATE

> Keep a paper fallback sheet at the entrance for when the kiosk or network is down. Page one is the sign-in form. Page two is the fallback sheet to print.

Sign in

The system records the time in and the time out.

FULL NAME

COMPANY OR ORGANISATION

MOBILE NUMBER

PERSON YOU ARE VISITING, OR YOUR SUPERVISOR

REASON FOR ATTENDING

VEHICLE REGISTRATION, IF PARKING ON SITE

INDUCTION NUMBER AND EXPIRY

EMERGENCY CONTACT NAME AND NUMBER

Before you go on site

Tick each one.

- [ ] I have read the site rules and agree to follow them
- [ ] I hold a current induction for this site, or I am accompanied at all times
- [ ] I am fit for work and not affected by alcohol, drugs or fatigue
- [ ] I understand the evacuation procedure and assembly point
- [ ] I consent to my details being held for the stated retention period

Decisions to make before you build it

WHO RECEIVES THE ARRIVAL NOTIFICATION

HOW LONG RECORDS ARE RETAINED

WHO CAN VIEW AND EXPORT RECORDS

HOW THE EVACUATION ROLL CALL IS PRODUCED

WHAT HAPPENS WHEN THE NETWORK IS DOWN

Paper fallback

Print this page and keep it at the entry point. Transfer the entries into your system once the kiosk is back up.

SITE

DATE

REASON FALLBACK IN USE

Digital Sign-In Sheet

NAME	COMPANY	MOBILE	VISITING	IN	OUT	SIGNATURE

Entries above transferred into the sign-in system by:

SIGNATURE

PRINT NAME

DATE