

Digital Sign-In Sheet

ORGANISATION

The field set to capture when you move sign-in off paper, plus a printable fallback for when the tablet is flat or the network is down.

DATE

Most sites that go digital keep a paper sheet in the drawer, because a kiosk that will not load is a site that cannot open. Page one is the field set to build. Page two is the fallback sheet to print and leave at the entry point.

Fields to capture at sign-in

The minimum set. Anything you do not act on, do not collect.

- | | |
|---|--|
| ☐ Full name | ☐ Company or organisation |
| ☐ Mobile number | ☐ Person being visited or supervisor |
| ☐ Reason for attending | ☐ Vehicle registration if parking on site |
| ☐ Induction status and expiry | ☐ Emergency contact name and number |
| ☐ Timestamp in, captured automatically | ☐ Timestamp out, captured automatically |

Acknowledgements to present on screen

Shown before the sign-in can be submitted, with a tick required against each.

- ☐ 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

The single most common failure is sign-out. People sign in because a screen blocks them at the door, then walk off site without signing out. Decide now whether you auto-close records at a set time, prompt by SMS, or accept the gap.

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

NAME	COMPANY	MOBILE	VISITING	IN	OUT	SIGNATURE

Entries above transferred into the sign-in system by:

SIGNATURE

PRINT NAME

DATE