

## Visitor & Contractor Management Software



Delivering swift & simple access without compromising security, infrastructure or workplace safety & health procedures, SkyVisitor focuses on accessibility, scalability and ease of use.



**Visitor Experience**  
Pre-registration & arrival instructions for fast check-in for reduced queuing

**Security & Safety**  
Know who is on site, print & allocate ID and immediate access to evacuation lists

**Admin Efficiency**  
Report generation, data management & site control through asset allocation

SkyVisitor is a complete software solution for Visitor Management, plus Control of Contractors and Staff. Linking with Access Control, it provides reliable Attendance & Time reporting with the flexibility to manage multiple sites under one system. A secure, cloud or host based, third generation software, it provides visibility of who is on site. The system issues secure ID, delivers Site Safety Information and assists in the management of work-associated documentation and equipment (such as keys, access cards, fobs, parking spaces, radios, PPE etc.). Although cloud based, the system continues to run on a local PC, independent of the Internet, synchronising fully when a connection is

available.

Primary Modules:

- SkyVisitor *Main Module*
- SkyTouch
- SafeWorks
- SkyPax

Secondary Modules:

- Induction
- SkyInvite
- Badge Designer

Business Benefits:

- Improve Safety, Control & Efficiency
- Reduce Risk, Wasted Time & Wasted Resource

**SAFETYNET ASIA PTE LTD**  
80 Marine Parade Road, #12-07 Parkway  
Parade, Singapore 449269

**PHONE**  
+65 6247 7511

**WEB**  
[www.safetynetasia.com](http://www.safetynetasia.com)

# Cloud based computing with local speed and off-line functionality – SkyVisitor keeps you in control.



## Primary functions:

- Enables web based pre-booking
- Issues secure ID pass appropriate to visitor type
- Captures photo / signature
- Prompts for mandatory fields / required data
- Enables Check In / Check Out of site
- Delivers instructions and information appropriate to the visitor type / job type / area of site.



## With SkyTouch it also:

- Delivers Inductions and Safety briefs;
- Delivers & Records managed questionnaires;
- Acts as a virtual receptionist for unmanned areas;
- Supplements manned Check-In i.e. having your visitor / contractor *sign in* to the screen rather than the book, whilst still maintaining receptionist contact;



## With SafeWorks it also:

- Enables booking of job and planning of works online, in advance
- Maintains a Document Library with Expiry reminders
- Requests & enables storage of Insurance Documents
- Alerts to Expired Insurance
- Requests & enables storage of RAMS
- Requests and stores Insurance Certification;
- Delivers Inductions and Safety briefs online;
- Delivers & Records managed questionnaires;
- Issues Permit to Work
- Enables Permit to Work allocation and online completion (as far as is reasonably practicable).



## With SkyPax it:

- Talks to Paxton Net2 (or existing) Access Control to manage full physical site access.
- Use Paxlock to replace regular locks & handles for hazardous area control, even offline (ideal when existing access control cabling doesn't reach).
- Give remote access via PIN No. / Cell call
- Seamlessly track a contractor via PIN, Card, FOB or Fingerprint across areas via one interface.
- Control equipment use with Net2 Energy Management Readers.





## The software solution for Contractor Management - Site safety and security with SafeWorks and SkyVisitor.

### Overview

- 1) Improve management of 'Contractors' by maintaining interactive records for:
  - a) Companies
    - Health & Safety Policy
    - Liability Insurance document store & renewal
    - Competencies
    - Services
    - Performance Monitoring
    - Work Record Documentation
  - b) Individuals
    - Induction record: Main & Site Specific
    - Training Records
    - Risk Assessment
    - Performance Monitoring
    - Certification renewal
    - Site Attendance: Live & historical
    - Contact Details
    - Photograph / identity verification
- 2) Share information across multiple offices and sites.
- 3) Create a uniform company system and delivery whilst accommodating individual site specifics.
- 4) Enable a web portal for authorised persons to register details of requested and proposed visits or works: Pre-booking of contractors, visitors and agency workers.
- 5) Maintain visibility of who is on any site at any time.
- 6) Easy access to query visit history. i.e. who was on site between certain dates.

- 7) Fully searchable history, capable of generating reports.

### How does it work?

The client has a dedicated portal, accessed securely via <https://www.SkvVisitor.com>. This is a direct input tool for anyone requiring or requesting a visitor or contractor to attend site. Full Technical /data hosting disclosure is provided in our SkyVisitor Advanced Technical Information document. The portal offers secure access to administrators, pre-bookers, or contractors. Data can be shared, but filtered, between all client sites as the system is expanded.

No limitation on the numbers of users.

An authorised user can log in to the secure website to add details of an intended visit. This will trigger an email invitation to the attendee(s) alongside any request for information or visit requirements. The email template is configurable **per Location** and **per Visitor Type** and can be compiled of text, database fields, hyperlinks, images and attachments. Depending on the authority level of the *requestor* the contractor can:

- be sent instruction automatically to attend site
- be informed in advance of the works required
- be made aware of Site Safety Rules and Requirements
- be informed of any Permit to Work that is applicable to them
- have their Insurance checked
- have their Risk Assessments and Method Statements (RAMS) requested and checked
- have an individual's Induction and Competencies checked.



## Express check-in with QR code – A pre-booked contractor or visitor can present their phone to a reader at reception for instant check-in.

N.B. A *PAUSE / AUTHORISATION* mode can be added into a pre-booking: If the *requestor* is not authorised to directly instruct a contractor, the booking remains in “paused” mode. Before the visit invitation is released, the visit and visitors must be authorised by a relevant person, in the system.

Both Contractor / Visitor and Host will receive email notification, containing a .ics file to save to their calendar.

A booking can also be made via a Calendar invite (Outlook, Lotus Notes, Google Calendar etc.), when the address “visitors@skyvisitor.com” is included as an attendee. A secure verification link will be returned to the sender, to validate the booking and add any additional information.

This function is known as SkyInvite.

On arrival, visitors report to any designated Check In point. This could be manned, unmanned, or as a future phase linked to the barriers / access control system. Check in can be via Name, PIN Code, touch screen, QR code (included in the email invitation), card or fob.

On check in, the visit will be verified, details checked (and captured, where necessary) and host informed of the arrival via SMS or email with photo.

The Contractor or Visitor is checked in as *on-site*. Any ID pass, items for visit (fobs, keys etc.) and Permits to Work can be issued, recorded and tracked in the system. Documentation is stored in Document libraries – filed against Company, Individual, Visit, Job, Location or Host, as appropriate.

The web portal gives visibility of WHO is on site, WHERE they are and WHAT they are meant to be doing.

The system also manages hand back of issued items and sign out.

Whatever your Visitor or Contractor Management requirement, talk to the team at Safetynet. Let us work together to find the best solution.

**SAFETYNET ASIA PTE LTD**  
80 Marine Parade Road, #12-07 Parkway  
Parade, Singapore 449269

**PHONE** +65 6247 7511  
**WEB** [www.safetynetasia.com](http://www.safetynetasia.com)

