



VisiBadge Manual

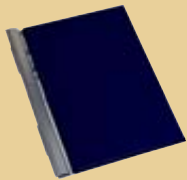
The Manual Visitor system enables you to quickly issue a visitor pass to every visitor to your site. A personalised badge with your corporate logo and health & safety procedures projects a professional image to your visitors and contractors. The system also ensures and proves that you have made them aware of fire, accident and evacuation procedures.

A carbon copy of the visitor details are kept at point of entry for every pass issued. Discreet sheets are used to ensure confidentiality.

Systems can be adapted to suit all requirements and adhere to your corporate style.



Each system consists of:



Writing Board/Book



Slips/Passes



Discreet Sheet (optional)



Register/Journal

Visitor Slips

Designed to your exact requirements

DATE	NAME	COMPANY	VISITING	TIME IN	SIGNATURE
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>YOUR LOGO</p> <p>VISITOR</p> <p>PLEASE RETURN PASS TO RECEPTION ON LEAVING</p> <p>PASS No. 2051</p> </div> <div style="width: 60%;"> <p>WELCOME YOUR LOGO</p> <ul style="list-style-type: none"> All visitors are requested to comply with Security and Health and Safety requirements. SMOKING while on these premises is prohibited. Please follow instructions given by your host should an emergency occur. Fire procedures are displayed on all lifts landings We reserve the right to conduct searches of visitors and their property at any time. <p>THIS PASS MUST BE WORN AT ALL TIMES</p> </div> </div>					

We provide a full artwork & design service. Simply send us your logo and your Health & Safety statement and we will prepare a proof.



FEATURES

- Complies with Health & Safety legislation
- Keeps visitors informed of Health & Safety details Fire, accident, emergency, smoking policies...
- Signature to prove you have informed them of above
- Personalised ID pass enhances company image
- All visitors on site easily identified

Journal/Registers



The journal or register is the backing sheet in your book, which records a copy of the information provided on the visitor slips. Registers can be standard or customised. The register is vital in case of an evacuation.

Discreet Sheets



Discreet sheets are used to prevent visitors from seeing details of previous visitors. They offer a higher level of confidentiality. These can be personalised or you can opt for our standard stock

Contractor Passes



We also supply bespoke manual paper based contractor signing-in-systems. These provide a detailed record of every contractor on site, ensuring that they have been authorised to start a particular task. Hazardous activity is highlighted, making contractors aware of their requirements.

School signing in systems

We also offer a range of competitively priced manual paper based slip systems for the education sector.



Visitor Pass



Authorised Absence



Latecomers



Key Register

- **Visitors pass** - School visitors passes and badges, school id cards and badges, school id badges and passes
- **Contractors permit to work** - Contractors work permits and authorisation to work cards together with signing in passes and registration systems for schools
- **Authorised absence/pupil signing out** - Authorised absence passes, pupil signing out passes, truancy systems, school passes and signing out passes
- **Latecomers** - Late arrival systems, pupil latecomers passes, latecomers register, latecomers book
- **Accident/illness/incident register** - Incident register and logs, accident register, accident record books, accident reports
- **Keys** - Accurate key register log, timed and dated for audit purposes

Our signing in systems:

- Signing in systems / visitor passes
- Contractor permit to work passes
- Key control signing out systems
- Goods received reporting systems
- Lost and found property registers
- Personalised H&S information
- Employee ID & Visitor badges
- Custom one-write overlap systems