



Contractor Log Module

The “contracting out” of many tasks by organizations is becoming more and more common in today’s economy. This practice has obvious financial benefits but also, for the uninitiated, some serious pitfalls, which can quickly erode the initial financial benefits of such a program. It is crucial to know what contractors will be on your site when (days, weeks, months) the number of personnel and the names of those employees and the name of the contractors employing them. It is also important to have a record of their site arrival and departure times for costing purposes. This information is also beneficial if an investigation is required at the site. **Site-Secure** software has the ability to record (via your Reception or Guard desk), the comings and goings of contract persons. It is also possible to record those persons against a contract number at multiple sites the same day with multiple contract rates, e.g. Journeyman electrician and an Apprentice electrician, or to record the same contractor being charged out on one site at charge rate “A” and at another site at rate “B”. Contract persons can be pre-registered to the database as Contract Visitors, with a record of their qualification expiry dates, security clearance level and its expiry date, frequency of visits, e.g. regular Preventative Maintenance. If the contractor fails to arrive for the scheduled maintenance visit, the guard or contract personnel can be notified and appropriate action taken. Services not performed should not be paid for. Fixed contract milestones can be tracked and reported on a daily or weekly basis, to ensure adherence to the contract schedule.

Site-Secure - Site-Secure Software - Contractors

File View Tools Reports Help

Data entry view Attendance Log Contractors expected Employee names Pending

Company name: Site-Secure
 Company Contact: Marcel Leger
 Company Phone: 819-770-0145
 Company Email: info@sitesecuresoftware.com
 PO Contract: OSSC
 Project #: SS'w Install
 Site: Building C
 Person responsible: LARRY TOURVILLE
 Telephone: 819-770-2276
 Contact Email: ltourville@sitesecuresoftware.com
 Details

Work Schedule
 From: 2005-01-01 Till: 2007-12-31 Type: Long term
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday
 From (hrs): 01 15 (HH:MM)
 Till (hrs): 02 30 (HH:MM)
 Escort required:
 From (hrs): Till (hrs): (HH:MM)
 Area:
 Parking granted: # vehicles: 1 Parking area: Loading dock

Site-Secure installation

Employee names

Name	Given name	Date of birth	Security cleared	Sec exp.	Badge issuance	Key issuance
▶ Leger	Marcel	1977-12-15	<input checked="" type="checkbox"/>	2002-01-30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leger	Dany		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Paterson	Martin		<input checked="" type="checkbox"/>	2007-09-01	<input type="checkbox"/>	<input type="checkbox"/>
Thomas	Norm	1960-12-01	<input checked="" type="checkbox"/>	2006-10-31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tourville	Larry	1967-10-11	<input checked="" type="checkbox"/>	2007-08-06	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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New Search Save Spelling Delete Edit employees Exit

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File Restricted Access List

Company Site-Secure

Edit view of an Employee List view of Employees

Name Tourville

Given name Larry

Date of birth 10/11/1967

Home address 304 O'Connor

Telephone 613-236-4206

Sex Male

Height 0 ft 0 in

Weight 0 lbs

Hair Color Black

Eye Color Brown

Language French

Race Caucasian

Ethnicity Muslim

New employee

Save

Capture Photo

Delete

Exit

Labour Access Areas Screening Vehicle Registration Certifications

Badge Number 45

Badge issuance Badge type permitted Contractor Lev 2

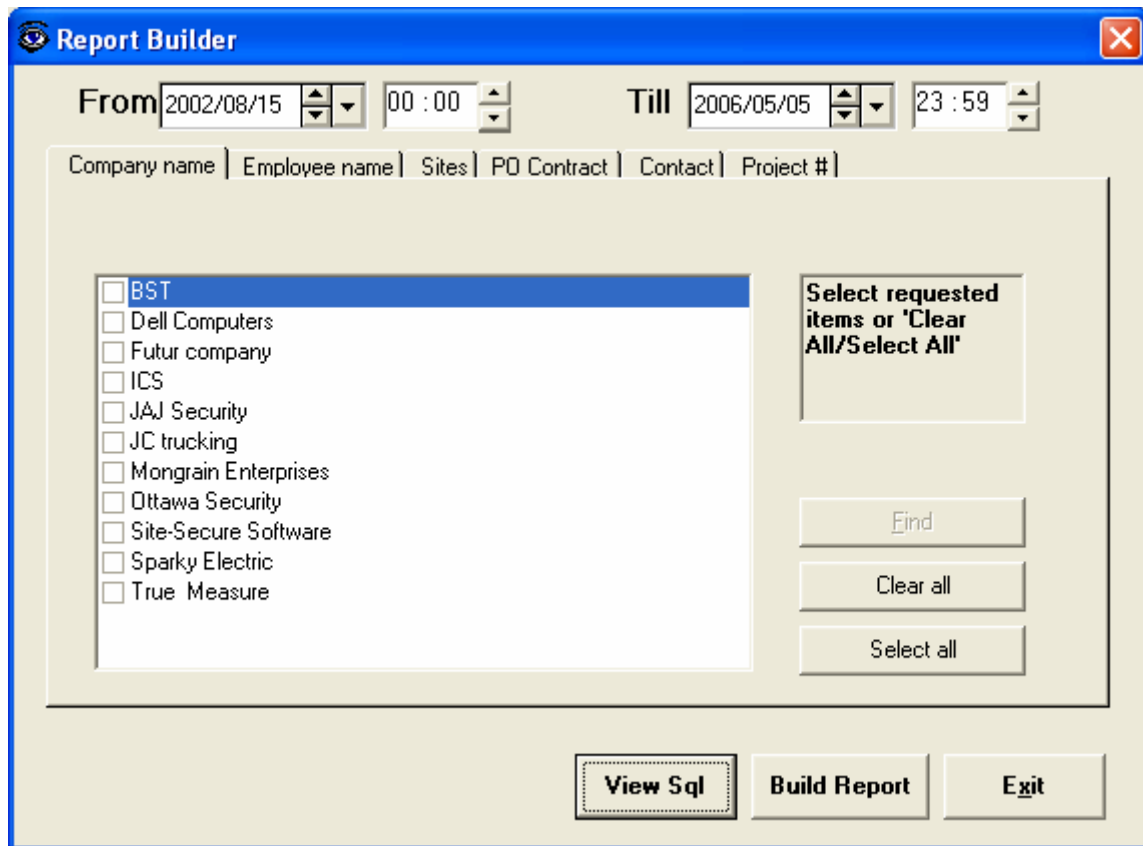
Key issuance Key type permitted Key Ring 2

Features

- Company Name
- Company Contact and telephone number
- Contract/PO Number
- Contract expiry date
- Frequency on site, weekly monthly etc
- Number and name of contract employees on site
- Scheduled hours of work
- Employee contract charge rates
- Employee qualifications and expiry dates
- Employee security clearance level
- Contract parking privileges
- Direct integration to Restricted Access List
- User definable fields and captions
- Prohibited items list
- Personal items list

Extensive report capabilities

With the Site-Secure Report Builder, an almost infinite number of reports can be generated for data analysis and statistical reporting.



Also included are built-in “quick reports” such as:

- Report by Company
- Report by Company employee
- Report by hours worked per site
- Report by contract / PO number
- Report by building/site
- Report by escort requirements
- Report by printed badge or electronic badge issued
- Report by number of electronic badges in use by contractors
- Report by number of lost Contractor Electronic Badges
- Report by E-Mail addresses for notification purposes.
- Report by Muster report for attendance log