

# Visitor Management System (ViMS) for Manufacturing Companies

## GENERAL REQUIREMENT & BENEFITS OF VIMS FOR MANUFACTURING COMPANIES

- 1** Any external visitors or contractors (and even employee) going into the premises would need to have temperature capture and provide current health declaration.
- 2** Companies with high number of lorries coming & out of the premises will need to validate the drivers against job order and track in/out time.
- 3** During emergency, company must be able to quickly provide evacuation list of all the people including visitors that have entered the premises.

# BENEFITS OF HAVING VISITOR MANAGEMENT SYSTEM



## Visitor registration verified against



National IDs



Driving Licence



Potentially other national credentials



## COVID-19 Requirement for Visitor



Registration of visitor contact details together with temperature data



Contactless visitor self-service Health Declaration for easy check in.



Auto alert and prohibit access for visitors with abnormal temperature or incomplete health declaration form.



Limiting on number of visitor allowed in the premises to minimise overcrowding.



## COVID-19 Requirement for Employee



Dedicated URL link for employees to update daily health declaration.



Integrated with Facial Recognition to automatically capture temperature data & verify the health declaration done before entry is allowed.



## Compliance to Personal Data Protection Act



Keep visitor information confidential by not exposing the information openly on a log book.



Information is secured with proper encrypted database and only authorize personnel can access the information.



Every access into the system is tracked with audit trail where every transactions is traceable for investigation purposes if any breach occurred.



Auto-delete configuration is available where all visitors' information will be deleted at certain time.



## ISO 27001 Secure Physical and Environmental Areas Audit Compliance



Control of who can access specific location of the organisation for staff, visitors and external cleaners/facilities maintenance resources.



Manage controls for incoming materials (e.g. deliveries) and outgoing materials at Delivery & Loading Areas.



## Easy Pre-Appointment Management



Host to create appointment for visitors and receive email of appointment details together with QRCode.



Visitor show QRCode for quick check in.



For higher security workplace, additional level of approval requirement features before appointment allowed is available.



## Overstay



Every visitor registered can be assigned with number of hours allowed and system give alerts once overstay



## Vehicle Matching & Job Order Verification for Driver



Company to upload expected drivers and vehicle licence plate number for security guard to verify and authorized the visitor sign in.



Integration with warehouse management system with batch input feature of expected vehicle/driver and which loading bay to go.



Upon completion of loading/unloading, Supervisor can tap their card at a reader to confirm job completion. Alert will be sent to the driver that vehicle ready.



Check out can only be allowed after the Supervisors have tapped their cards.



Dashboard & message display can be enabled at appropriate locations.



## Safety Briefing Management



System only allow visitor or contractor to check in if they have a valid Safety Briefing.



Digital Safety Briefing that allows enrolment of Safety Briefing over the counter or others with QRCode scanning.



Automatically tracked against expiry.



## Blacklist



Anyone within the blacklist cannot be checked in



## CCTV/Webcam integration



Every check in/out transactions enable visitor photo capture from the CCTV or webcam for the purposes as material check in/out verification.



Alternatively, use image of driver & licence plate images from CCTV.



## Integration with Access Control



Once a visitor is checked in, system will issue visitor pass in the form of Cards, QRCode or biometric such as face or fingerprint.



Visitor to use Visitor Pass for authentication at the access control.



Upon the visitor exiting, the system will automatically check out the visitor from the system.



Likewise, the Visitor Pass can also be issued during the pre-appointment such that visitor can have immediate access during the appointment time.



## Secure QR Code



Host and Visitor can be issued with encrypted QR Code for access to premises



QR Code scanner provided can be integrated with any access control controller via Wiegand interface



## Other modules



Self Service Kiosk



Mobile App for Staff



Mobile App for Guard



ISO 9001: 2015 CERTIFIED



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