



Visitor Management System (ViMS) for Oil & Gas Companies

GENERAL REQUIREMENT & BENEFITS OF VIMS FOR OIL & GAS COMPANIES

- 1** Any external visitors or contractors going into the premises have to go through proper security & safety briefing and this briefing has an expiry date ie upon expiry, whereby visitor will need to undergo the briefing again.
- 2** Visitor bringing items into the premises would also require proper registration & validation of items brought in and out of premises.
- 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



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 locations of the organisation for staff, visitors and external cleaners/facilities maintenance resources. Database of information is secured with proper encrypted database and only authorise personal can have access to the information.
- Controls relating to incoming materials (e.g. deliveries) and the control of outgoing materials at Delivery & Loading Areas.



COVID 19 New Requirement

- 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.



Easy Pre-Appointment Management

- Host to create appointment for visitors and receive email of appointment details together with QRCode.
- Visitor show QR Code for quick check in.
- For higher security workplace, additional level of approval requirement features before appointment allowed is available.
- Appointment can also be requested by Visitor with confirmation to be approve by Host



Safety Briefing Management

- System to allow authorized visitor or contractor with valid Safety Briefing to proceed with check in.
- Digital Safety Briefing that allows enrolment of Safety Briefing over the counter or others with QRCode scanning.
- Automatically tracked against expiry



Overstay

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



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



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.



Other modules



Self Service Kiosk



Mobile App for Staff



Mobile App for Guard



ISO 9001: 2015 CERTIFIED



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