

Paper Sign-In Book to Digital Visitor Management

One page, 4 weeks, 1 week for each phase. Tick each box and write the date. Use it with the guide of the same name.

Site _____

Owner _____

Go-live date (DD/MM/YYYY) _____

Week 1: Decide and baseline

- ☐ List every entrance a person can use, and the book or clipboard at each.
- ☐ Mark each entrance: visitors, contractors, or both.
- ☐ Choose the fields: name, company, mobile, host, time in, time out. Add only what you use.
- ☐ Write the notice for the sign-in screen and poster: what you collect, why, who can see it, how long you keep it, who to ask.
- ☐ Decide the retention period and who may read the register.
- ☐ Baseline from the book. Entries in one week: _____ With an exit time: _____ Minutes to list everyone inside: _____

Week 2: Pilot one entrance

- ☐ Sign-in point created; QR code printed and hung at phone height.
- ☐ Kiosk tablet used for nothing else, locked to the sign-in page, powered, on Wi-Fi, notifications off.
- ☐ Hosts loaded with working mobile numbers; a test message received by 3 hosts.
- ☐ Contractor rule decided: block, warn, or allow with a notice to you. Override named.
- ☐ Printed fallback sheet at the entrance for outages.
- ☐ Everyone signs digitally first; the book is used only if the system failed.

Week 3: Every other entrance

- ☐ Same set-up at each remaining entrance, the service entrance and gatehouse included.
- ☐ Each entrance keeps its book or clipboard alongside.
- ☐ A supervisor closes missed sign-outs every day.
- ☐ End of week: every paper entry has a digital twin, entrance by entrance. Note the ones that do not and why.
- ☐ Hosts and reception asked what slowed them down.

Week 4: Drill and retire

- ☐ Evacuation drill using the live list at the assembly point. Minutes to a complete list: _____
- ☐ Stopwatch test on 10 visitors. Average seconds to sign in: _____
- ☐ Every book swapped for the fallback sheet.
- ☐ Books sealed and stored for the retention period.

Measures: review monthly for the first 3 months

- ☐ Time from the start of a drill to a complete list of everyone inside.
- ☐ Share of sign-ins in the register export with a sign-out time (compare with the baseline).
- ☐ Time from a visitor arriving to their host being told.
- ☐ Share of contractor sign-ins that were already cleared on arrival.
- ☐ Paper entries after the cut-over: zero, apart from outages.

From the guide at www.complyflow.com/blog/paper-sign-in-book-to-digital-visitor-management. A practical aid, not legal advice. Duties for the people on your site sit with every business working there, and some with whoever manages or controls it.