



# Reception Visitor Solutions

Always welcoming

Always innovating

Always value for money

 +65 6247 7500

 [enquiries@safetynetasia.com](mailto:enquiries@safetynetasia.com)



# In your reception

**Maintain a professional corporate reception area to welcome your visitors. Safetynet Asia has the most suitable visitor management system for all industries.**

**SkyVisitor is a cloud based solution for management of visitors and contractors. It is comprehensive, flexible and intuitive at all levels.**

**Our SkyVisitor systems can be customised to your corporate branding and are perfect for use with our complementary range of products and accessories.**

# Table of Contents

<b>Health &amp; Safety - Your Responsibilities</b>	<b>2</b>
<b>SkyVisitor</b>	<b>3</b>
SkyTouch	4
Safeworks	4
SkyPax	4
<b>Visitor Systems</b>	<b>5</b>
Binder Visitor Book	5
Multi Pass Book	6
'One Write' Visitor System	7
<b>Contractor Systems</b>	<b>8</b>
'One Write' Contractor System	8
<b>Permits To Work</b>	<b>9</b>
Permit To Work Systems	9
<b>Finishing Touches</b>	<b>10</b>
Presentation Boards	10
<b>Supplementary Products</b>	<b>11</b>
Counter Pens	11
Wallet Towers	11
Signage	11
PVC Wallets	12
Lanyards	13

# Workplace Safety and Health - Your Responsibilities

Workplace Safety and Health procedures are necessary to ensure safe and efficient business operations and effectively address any emergency situations that may arise.

All companies must understand their responsibilities when it comes to the safety and security of their premises and facilities. An employer has a “duty of care” towards the health and welfare of their employees whilst at work, and it is important to ensure safety of other visitors as well. This includes customers, suppliers contractors and the general public.

In Singapore, the Ministry of Manpower outlines the responsibilities of stakeholders in the Workplace Safety and Health (WSH) Act. This is applicable to employers, principals, occupiers, manufacturers or suppliers, installers or erectors, employees and the self-employed.

*“As an occupier, you must ensure that the following are safe:*

- *The workplace.*
- *All pathways to and from the place of work.*
- *Machinery, equipment, plants, articles and substances.*

*You must ensure that the above does not pose a risk to anyone within your premises, even if the person is not your employee.”*

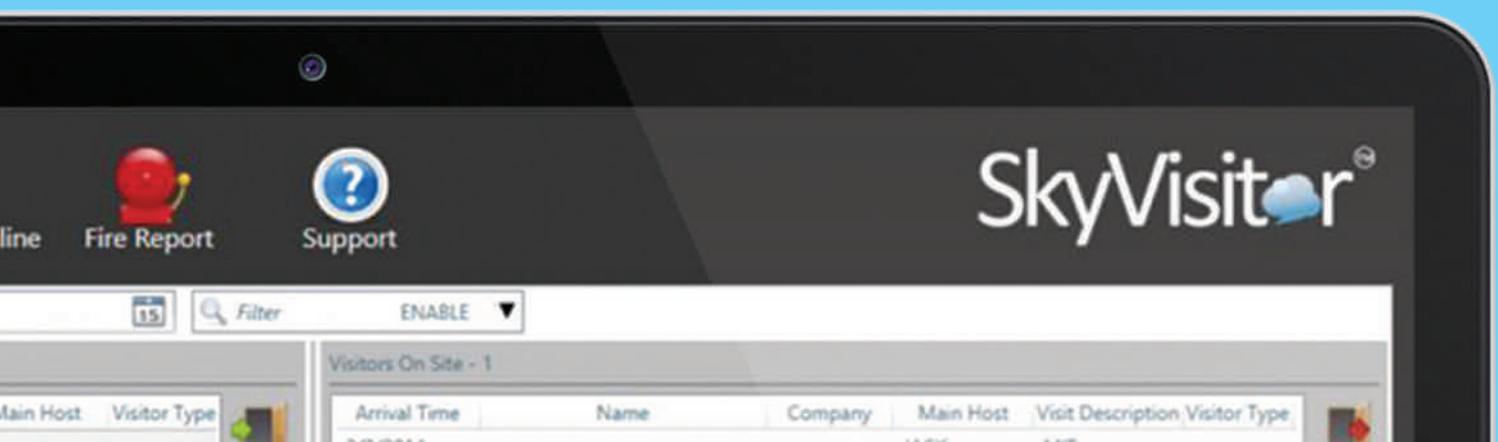
To help you control your contractors and manage your visitors, we have cost-effective and efficient management systems to suit all your requirements. Our systems can be deployed ‘stand alone’ or ready to use, integrated into your operations to support the professional and effective management of health and safety in your workplace.

## How We Can Help

Singapore regulations require that Workplace Safety and Health (WSH) guidelines be implemented in all Singapore business premises.

With this, Safetynet is committed to developing comprehensive solutions & working to improve a client’s WSH compliance to ensure a safe environment and efficient operations.

SkyVisitor, as a secure cloud-hosted solution for management of visitors and contractors, is designed to identify who is on site, issue secure IDs, deliver Site Safety Information and manage work-associated documentation.



# THE FUTURE OF VISITOR MANAGEMENT

Visitor Control for everyone. With a focus on accessibility, scalability, functionality and user experience.

From single site SME to large multinational, you have the flexibility to manage multiple sites under one system. Cloud based (with offline functionality), or client self-hosted, SkyVisitor keeps you in control.



Delivering swift and simple access and control ensuring security, infrastructure or workplace safety and procedures.

## Features



### Visitor Experience

Pre-registration and arrival instructions, plus visitor parking allocation requests. Fast check-in for reduced queuing and arrival notification via email to the host.



### Security and Safety

Access Control - Know who is on site, ID and Access Card printing and allocation, emergency evacuation lists and integration with access control systems.



### Admin Efficiency

Visitor categorisation (visitor / contractor), report generation (visitor statistics and trends), data management and site control through key, cards, tabs and parking space allocation.

# VISITOR CONTROL FOR EVERYONE



From Multi-Site to Small Business, we've got you covered

## Your Front of House Reception

### Key Features

Log arrival and departure of ad hoc visitors, website based pre-booking and online account management, QR code check-in via phone for pre-registered visitors, automatic offline mode (local cache acting as a buffer), web traffic and synchronization in the background, photo and signature capture, with printing to IC cards, synchronized multiple lobby reception desks on-line, plus integrated self-branding and custom badge templates.

### Safeworks

Enables booking of job and planning of works online in advance, maintains a document library with expiry reminders, issues and enables permit to work allocation and online completion, requests and enables storage of insurance documents and certifications.

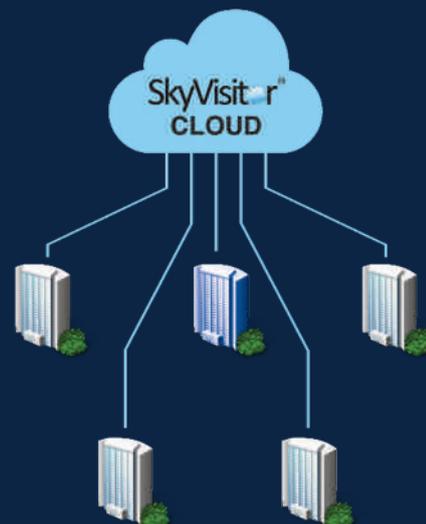
### SkyTouch

Enhance your reception with SkyTouch, an automated, self-service virtual reception system. Configurable models for quick input for conferences and training courses. Ideal for fast queue management.

### SkyPax

Seamlessly track a contractor via PIN, Card, FOB or Fingerprint across areas via one interface, control equipment use with Net2 Energy Energy Management Readers, Use Paxlock to replace regular locks & handles for hazardous area control even offline, Talks to Paxton Net2 Access Control to manage full physical site access.

## Cloud-based Computing with local speed and offline functionality



# Visitor Systems **Binder Visitor Book**

Call our Sales Team for the best prices

+65 6247 7500

enquiries@safetynetasia.com



A loose-leaf record keeping book displayed in a professional black padded binder.

Size: W 335mm x H 230mm

ITM-00001019

## Non-Branded

### Binder Visitor Book Non-Branded System

Visitor details printed on both sides. 20 entry lines per side on 50 sheets.

Standard entry fields include date, name, company, visiting, vehicle registration, badge number, plus time in and time out.



**+ Add your company branding**

Customise to include your company name, logo and colour scheme to suit your corporate image.

**+ Add reusable badges**

## Branded

### Binder Visitor Book Customised System

Visitor details printed right hand side; 20 entry lines per side. Health and Safety wording clearly printed on left hand side to ensure that visitors comply with relevant information.

Standard entry fields including date, name, company, visiting, vehicle registration, badge number, plus time in and time out.



**Fully customised to include your company name, logo and corporate colour scheme.**

**+ Add reusable badges**

For visitors to your site, issue professional re-useable badges With visitor text and logo to front, and health and safety wording on reverse.

# Visitor Systems Multi Pass Book

+ Data Protection



Visitors write their details on the next available pass and they copy onto the register beneath.

A data protection sheet goes between the pass and the register to protect visitor identities.

A 10 per page pass system that holds Health and Safety material on the reverse, ensures every visitor is aware of procedures.

Size: W 235mm x H 305mm

## Non-Branded

### Multi Book Non-Branded System



ITM-00001286 - (unbranded)

+ Add your company branding

Customise to include your company name, logo and colour scheme to suit your corporate image.

+ Add durable padded cover

For a professional impression.

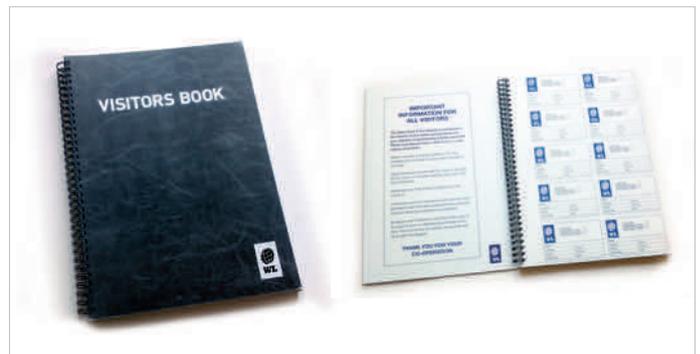
+ Add pvc wallets and clips

Ideal for displaying visitor pass for easy identification.

Wallets: ITM-00000206  
Clips: ITM-00000028

## Branded

### Multi Book Customised System



Fully customised to include your company name, logo and corporate colour scheme.

Turnaround: 5 working days from artwork approval.

# Visitor Systems 'One Write' Visitor System

+ Data Protection

+ Health and Safety



The 'One Write' NCR (no carbon required) visitor book has everything you need to welcome your visitors.

'One Write' includes notification of Health and Safety instructions and Fire Register, whilst a data protection sheet keeps visitors' data confidential.

The system is displayed in a professional presentation board in the reception area and each visitor completes their details on the next available pass.

Overall size: W 412mm x H 280mm.  
Pass size folded: 103 x 84.5mm  
25 passes per sheet, min order 500 passes.

## Non-Branded

### 'One Write' NCR Non-Branded System

The system is displayed in a professional presentation board in the reception area and each visitor completes their details on the next available pass.

A copy of all the visitor's details are made automatically onto the register underneath the pass at the time of writing by the 'one-write' no carbon required system.



+ Add your company branding

Customise to include your company name, logo and colour scheme to suit your corporate image.

+ Add PVC wallets and clips

Ideal for displaying visitor pass for easy identification.

Wallets: ITM-00000206  
Clips: ITM-00000028

## Branded

### 'One Write' NCR Customised System

To protect visitors identities, a discretion sheet goes between the pass and the register. The pass is torn from the board and displayed in conjunction with our ID accessories.

Visitors sign out when they leave, this ensures the register can be used as a fire list in case of emergency, providing an up-to-date list of all visitors on site at any moment.



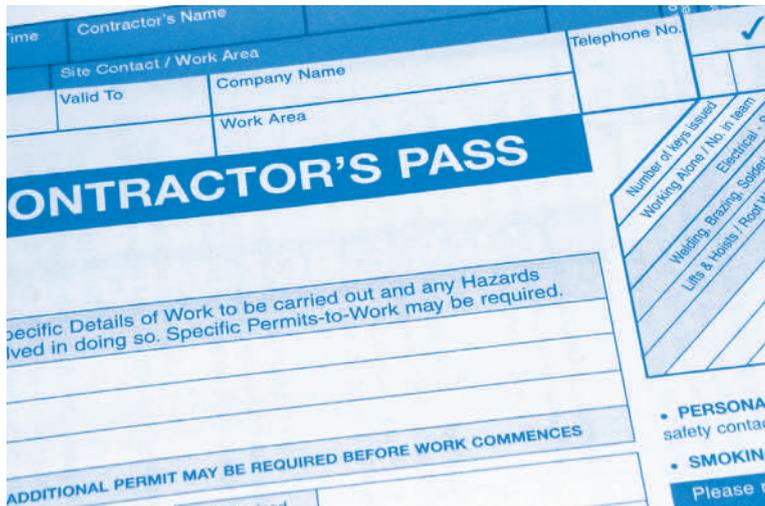
Fully customised to include your companies logo, information and colour scheme to suit your company branding.

# Contractor Systems 'One Write' NCR

+ Data Protection

+ Health and Safety

+ Permit to Work



Our One Write printed Contractor pass and Authorisation to Work system enables you to:

Maintain a register of authorised contractors on site for use in case of emergency or for record tracking / invoice verification.

Issue specific and clear ID for the contractor to wear / carry whilst on site.

Ensure that contractors have given commitment to site induction processes and the rules & regulations whilst on site.

Record the authorised Work Location and Type of Work to be undertaken.

Prompt for additional Permit to Work for where activity is potentially hazardous.

Overall size: W 432mm x H 280mm.

Pass size folded: 103 x 84mm

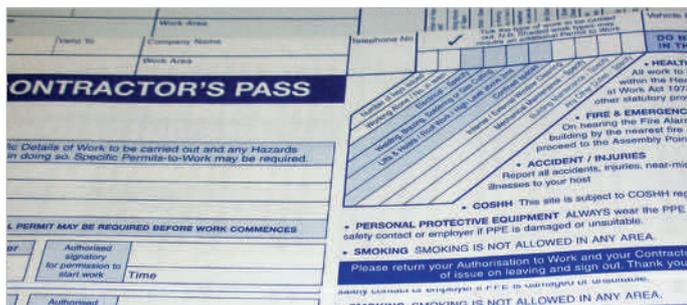
12 passes per sheet, min order 504 passes

## Non-Branded

### 'One Write' NCR Non-Branded Contractor

Employers have a legal obligation to ensure all employees and contractors are aware of and comply with current legislation.

To help control contractors we have a number of systems to suit your needs and budget, from basic record keeping to permit to work issue and control.



+ Add your company branding

Customise to include your company name, logo and colour scheme to suit your corporate image.

+ Add PVC wallets and clips

Ideal for displaying visitor pass for easy identification.

Wallets: ITM-00000206

Clips: ITM-00000028

## Branded

### 'One Write' NCR Customised Contractor

To ensure safe working practices, all Permit to Work instructions are clearly indicated.

Other printable information includes relevant Health & Safety, Fire & Emergency, Accident & Injuries and Equipment procedures etc.



Fully customised to include your companies logo, information and colour scheme to suit your company branding.

# Permits To Work **Permits To Work Systems**

Call our Sales Team for the best prices

+65 6247 7500

enquiries@safetynetasia.com



We have Permit to Work systems to suit your needs and budget, from general permit to work issue and control to fully customised.

Permit to Work issue available through our Contractor Manager Software

## Non-Branded

### Permits To Work Non-Branded System

Contractors must comply with all Workplace Safety & Health legislation, plus company rules and regulations. We can provide a generic Permit to Work in a standard format to meet your needs.

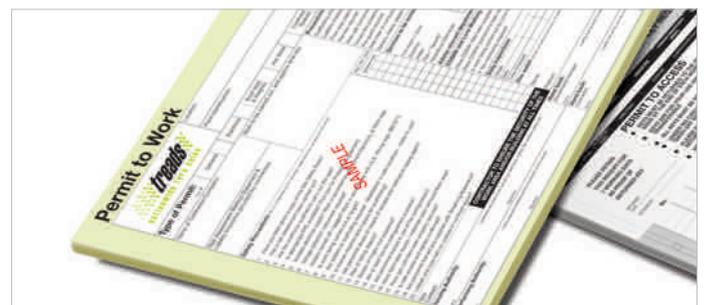


## Branded

### Permits To Work Customised System

Need specialised Permit to Work systems?

We supply customised 2, 3 or 4 part NCR cut sets or padded sets. All are available either specifically to your own design or utilising our generic Permit to Work format as a base, and customising to your requirements.



## Permit to Work Documents

General:	ITM-00000775	Pre-work Risk:	ITM-00000862	Excavation:	ITM-00000767	Accident Investigation:	ITM-00000650
Hot Work:	ITM-00000788	Working At Heights:	ITM-00000712	Confined Spaces:	ITM-00000788	Electrical Work:	ITM-00000760
Hazardous Substances:	ITM-00000785	Overhead Cranes:	ITM-00000853	Lifting Equipment:	ITM-00000821	Breaking Lines:	ITM-00000680
Pressure Testing:	ITM-00000864	Window Cleaning:	ITM-00000931	Asbestos Present:	ITM-00000667	Asbestos Alert:	ITM-00000666

# The Finishing Touches **Presentation Boards**

Create the right impression with a professional reception desk writing board. Securely hold visitor pass systems in place in a durable stylish cover.

## Economy Writing Board

A cost effective smart leatherette covered peg board for displaying our overlapped visitor passes. Securely holds the sheets of visitor passes in place, ensuring all pass details are accurately transferred to the register sheet.

**Size: W 245mm x H 320mm**

Silver grey colour when open, and navy blue when closed.

ITM-00000567



## Visitor Writing Board

A smart leatherette covered presentation board for displaying our overlapped visitor passes. Securely holds the sheets of visitor passes in place, ensuring all pass details are accurately transferred to the register sheet.

**Size: W 250mm x H 320mm**

Black when open, and black leatherette when closed.

Colour option  
Also available with a dark blue leatherette cover.

ITM-00000563 - Black  
ITM-00000564 - Blue

## Register Storage Binder

A large chrome and black presentation board for displaying visitor passes. Securely holds the sheets of visitor passes in place, ensuring all pass details are accurately transferred to the register sheet. Additional extension posts can be fitted as the binder fills, prolonging its use. The extra posts are conveniently stored within the binder cover when needed.

**Size: W 480mm x H 306mm**

Black when open, and black leatherette when closed.

ITM-00000566



# The Finishing Touches **Supplementary Products**

Professional solutions for keeping reception areas organised and tidy. A stylish range of pens, to be used alongside our visitor systems for fast and efficient booking-in.

## Professional Counter Pen

Stylish, with a space saving design for extensive use. Easy to refill. Fixed to counter top in chosen position with screw or supplied Ultra High Bond adhesive pad.

Silver grey colour when open, and navy blue when closed.

ITM-00000965



## Reception Counter Pen

Pen attached by a cord rather than chain, designed to minimise the writing resistance. After use the pen returns to the securely fastened base automatically, a unique self contained design.

Fixed to counter top in chosen position with screw or supplied Ultra High Bond adhesive pad.

Available: easy to fit universal refills.

ITM-00000963

## Wallet Storage Tower

### Vertical

Ideal for holding and displaying wallets in a simple perspex dispenser.

**Size: W 115mm x D 115mm x H 195mm**

Curved corners. Holds 30 wallets with clips.  
ITM-00000204

### Horizontal

Displays wallets in a perspex tray with 2 compartments, allowing easy access to a variety of wallets.

**Size: W 208mm x D115mm x H 110mm.**

Holds 20 large wallets (15 credit card wallets) with clips per side.  
ITM-00000205



Improve safety in and around your building with our comprehensive range of health & safety signs and products. Everything you need to raise awareness of important site rules and information, from first aid kits to floor safety - security to sign posts and fixings.



## Signage

To help you improve safety through enhanced information and communication we can supply you with signage for efficient management of your building. We stock the full range of safety signs from hazard, prohibition and traffic management to general information signage. We can offer internal and external signage, customised or off-the-shelf.

Full Safety Signs catalogue available upon request.

# The Finishing Touches **Supplementary Products**

We supply the full range of clear flexible PVC wallets for visitor and contractor passes, employee ID, access cards (for use with our lanyards), yoyos or clips in various designs / fixings and wallet storage devices. These offer an economical and practical solution with slots for choice of attachments.

## Wallets

### Printed coloured top wallets

A clear PVC card protector available pre-printed with white text on coloured band. Text:

Staff Grey: ITM-00000208  
 Visitor Blue: ITM-00000209 /  
 Contractor Red: ITM-00000198  
 Packed: 100



## Coloured Top PVC Wallets



Credit Card Landscape

Credit Card Portrait

Large Landscape

	<b>Black</b>	ITM-00000181	ITM-00000199	ITM-00000190
	<b>Navy Blue</b>	ITM-00000182	ITM-00000957	ITM-00000191
	<b>Royal Blue</b>	TM-00000186		ITM-00000193
	<b>Dark Green</b>	ITM-00000184	ITM-00000200	ITM-00000192
	<b>Red</b>	ITM-00000185	ITM-00000201	ITM-00000195
	<b>Orange</b>	ITM-00000184		ITM-00000194
	<b>Yellow</b>	ITM-00000188	ITM-00000202	ITM-00000197
	<b>White</b>	ITM-00000187		ITM-00000196

## Armband Wallet

Ideal for contractor and manual workers to display ID and permit to work passes etc., without risk of entanglement.

Packed: 100  
 Deluxe (pictured) Black strap -  
 landscape: ITM-00001813  
 Standard Black strap -  
 landscape: ITM-00000180



# The Finishing Touches **Supplementary Products**

A comprehensive range of lanyards available in a variety of colours, fabrics, fixings and breakaway features. A comfortable solution for displaying ID. At a glance, all visitors on site can be easily identified.

Plain coloured lanyards and an extensive range of pre-printed lanyards are available from stock to your preference

## Visitor / Contractor / Staff Printed Lanyards

Clearly identify all personnel with coloured printed lanyards, used to hold wallets for visitor passes or staff ID. Black plastic safety breakaways are standard on all our 15mm printed lanyards, with a black plastic hook allowing adjustable breakaway positioning.

Also available with a metal swivel hook option on request.

Packed: 100

### Printed Lanyards



		Credit Card Landscape	Credit Card Portrait	Large Landscape
VISITOR	Black		ITM-00000154	ITM-00000161
	Red	ITM-00000120		ITM-00000160
	Royal Blue			ITM-00000985
	Green			ITM-00000944
STAFF	Royal Blue	ITM-00000118	ITM-00001476	ITM-00000156
	Red		ITM-00002424	ITM-00000158
	Black			ITM-00000984
	Grey		ITM-00000151	ITM-00000157
CONTRACTOR	Royal Blue			ITM-00000144
	Red		ITM-00000957	ITM-00000147
	Green	ITM-00000972		ITM-00000146
	Grey			ITM-00000145
STUDENT	Black			ITM-00000159
	Lilac			ITM-00000140
	Grey	ITM-00000119		ITM-00000228
GOVERNOR	Orange			ITM-00000989
	Black			ITM-00000988
PARENT	Black			ITM-00000155
DELEGATE	Black			ITM-00000150
TEMPORARY	Green			ITM-00001800
FIRST-AIDER	Green		ITM-00000098	
VOLUNTEER	Green			ITM-00000229
	Red		ITM-00000526	
FIRE MARSHALL	Red		ITM-00000526	

Safetynet Asia Pte Ltd



80 Marine Parade Road,  
#12-07 Parkway Parade,  
Singapore 449269

 +65 6247 7500

 [enquiries@safetynetasia.com](mailto:enquiries@safetynetasia.com)

 [www.safetynetasia.com](http://www.safetynetasia.com)