



Contractor Induction Management



Managing induction and keeping track of work permits for contractors each day, simply and quickly can be challenging in a busy Estates Department



The CIM software solution was developed to help the Trust Estates Departments provide an easy to use and an interactive method for facilitation of induction for all contractors and keep track of work permits from a central repository.

The CIM solution is cost effect, extremely easy to implement within the Trust and requires no additional hardware.

Contractor Induction

Within a few quick steps, contractors can begin their online induction at the Estates Reception or from their own work premises



Contractor registers and signs in



WORK

TRUST
ESTATES

HOME

CIM is an online solution provides induction and testing from any location. Contractors can be inducted before arriving on site



Carry out induction



Induction complete
Sit the test



Estates Admin records & stores all inductions

Estates Administration

The Estates Administrator can view and manage the entire induction activity and print reports. Companies working with the trust are imported on solution setup.



Administrator Signs in



View Inductions for every contractor



Create and Edit Induction Courses



View and Print Reports



Search, Add and Edit companies / users



CIM helps improve statutory compliance, safety standards and time constraints for Estates personnel

Managing Work Permits

Work permits are entered in the system and scans of the signed copy of the permit can be uploaded to CIM for permanent storage and searching. Active permits are display on a wall mounted touch screen provided as part of the CIM solution



Administrator
Signs in



Enter details for
Work Permit



Scan copy of
permit issued



Search display
permits



Display on large
wall monitor

The screenshot shows a web form for entering work permit details. The form includes fields for 'Company Name' (Johnson Corros Limited), 'Company Email', 'Permitted Companies', 'Work Description', 'LOCATION', 'Work Status', and 'Type of work'. There are also buttons for 'Add New Company' and 'Add New Company'.

The screenshot shows a wall-mounted touch screen displaying a list of active work permits. The screen has a header 'WORK PERMITS ACTIVE TODAY' and a table with columns for 'Permit No.', 'Permit Date', 'Time of Issue', 'Company', 'Issue', 'Permit Type', and 'View'. The table contains 6 rows of data.

Permit No.	Permit Date	Time of Issue	Company	Issue	Permit Type	View
W02791	20132014	12:30	Al Dicks Limited	John Jones	Confined Spaces	VIEW
W02792	20132014	12:45	Jones Construction Ltd	Matt Edwards	Working at Height	VIEW
W02793	20132014	13:10	Gas Safe Birmingham	Wayne Thomas	Medical gas	VIEW
W02794	20132014	14:10	Hanson Voltage Supplies	Fazel Rehman	Electrical Supplies	VIEW
W02795	20132014	15:02	General Electric Limited	Harry Marshall	Electrical Supplies	VIEW

At the bottom of the screen, there are buttons for 'ACTIVE TODAY', 'VIEW LOCATION', 'VIEW PLANNED', 'VIEW STATUS', 'LIST ALL', and 'LOCK'.

Current and future Work Permit lists are readily available to view in a common area for staff and managers

Benefits

- CIM demonstrates statutory compliance
- Saves time spent by Estates supervisors in training contractors
- Safeguarding accident issues/claims
- Evidence of every induction stored for compliance
- Automated historical records for all Estates inductions
- Provides reports and certified documents of every induction
- Automatic reminders for future induction dates with contractors
- Automated SMS and emails sent to contractors and Estates on every completed induction
- CIM includes a course building engine
- Course module content enhanced by images
- Contractors can participate in an induction from anywhere for total flexibility
- Unlimited users
- Unlimited number of courses for Contractors, engineers etc.
- Work Permit management
- Large monitor to view all current and future work permits



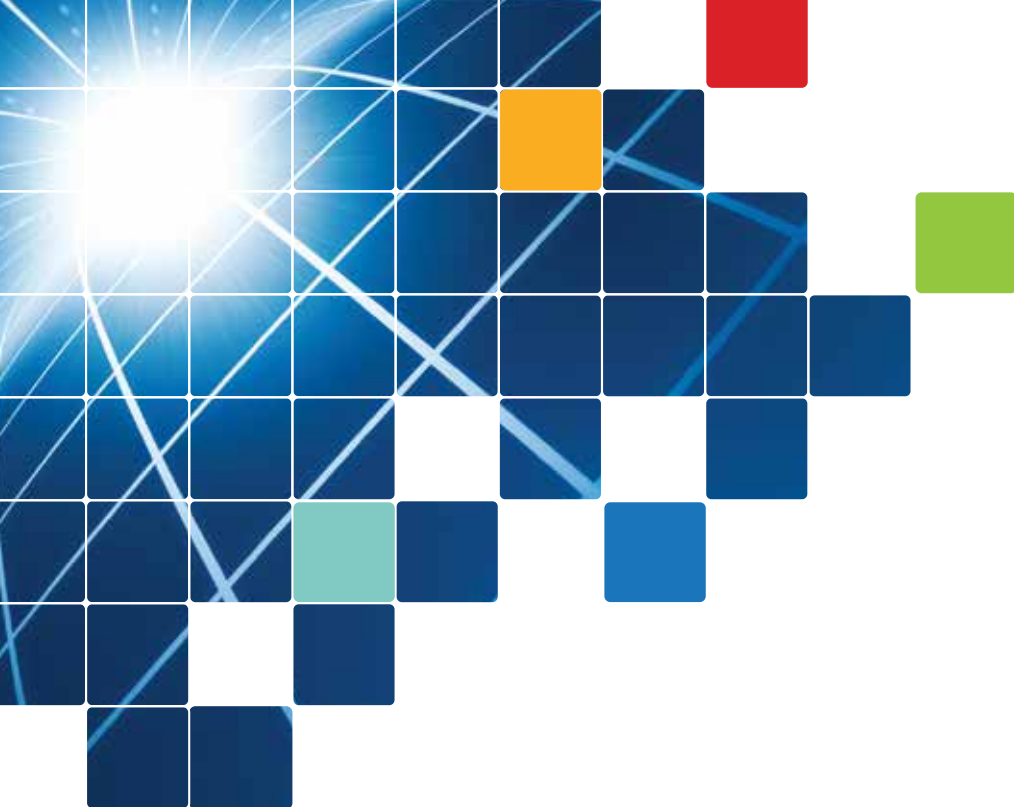
So, why use CIM for your Estates?

In many cases Contractor Inductions are carried out on an ad-hoc basis, resulting in minimum information and no clear way of keeping records of each induction carried out. Normally there is no support for evidence and storing or searching induction history.

This clearly has an impact on safety standards and further compromises the Trusts' position to be able to produce evidence of a clear and concise approach to ensure all contracted personnel have gone through the mandatory induction process in case of an accident.

CIM maintains control over induction history and accurately provides evidence that each contractor has completed the statutory induction before working on-site.

CIM is cost effective and desirable online solution for induction and work permit management in Estates.



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