

# Contractor QR code sign-in/out procedure (West Lothian Community sites only)



## Version Control

Date	Author	Version	Reason for change
March 2026	Supply Chain Manager, Estates & Facilities	v1.0	New procedure developed. Approved by Head of Operations, Hard FM, Facilities.

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## 1.0 Introduction and Purpose

To provide a standardised procedure for contractor sign in and sign out using the QR code plaque system across West Lothian Community sites. This supports improved visibility, audit assurance, and governance of contractor attendance. This process is an additional Estates monitoring measure and does not replace existing site safety procedures.

## 2.0 Scope

This SOP applies to all external contractors attending West Lothian Community NHS Lothian sites, including planned and reactive Estates works. This is a soft rollout and applies to West Lothian Community sites only. NHS Lothian Estates staff are not currently in scope.

## 3.0 Abbreviations/Definitions

- **SOP** – Standard Operating Procedure
- **QR Code** – Quick Response Code linked to a Microsoft Forms attendance log
- **PPM** – Planned Preventative Maintenance
- **Soft Rollout** – Initial implementation phase to test and refine process

## 4.0 Training and Information

This SOP will be distributed to relevant Contractors and Estates Management. Contractors will be informed of the requirement to continue reception sign-in and complete QR code check-in and check-out.

## 5.0 Procedure

### 5.1. Reception Sign-In (Mandatory)

- Contractors must report to reception on arrival.
- Sign in as per local site procedures.
- Comply with Health & Safety and Fire Safety requirements.
- Sign out at reception before departure.

### 5.2. QR Code Check-In

- Scan the QR code plaque on arrival.
- Complete required form fields.
- Submit form before commencing works.

### 5.3. QR Code Check-Out

- Scan QR code prior to leaving.
- Complete departure details.
- Submit form before leaving site.

### 5.4. Monitoring

- Attendance records are automatically logged.
- Non-compliance may be escalated through contract management processes.

## 6.0 Out of Hours Procedure

Contractors attending outside normal working hours must follow locally agreed access arrangements. QR code check-in and check-out remains mandatory.

## 7.0 Safety Precautions

- The QR code system does not replace statutory Health & Safety controls.
- All contractors must continue to comply with reception sign-in requirements.
- Fire Safety, emergency evacuation procedures, and local site inductions remain mandatory.
- Contractors must not commence works without completing both reception sign-in and QR code check-in.
- Any technical issues with QR access must be reported to Estates immediately.

This SOP is introduced as part of a soft rollout within West Lothian Community sites and will be reviewed within 6 months of implementation to assess effectiveness and operational suitability. Following this initial review, this SOP will be subject to formal review every 3 years, as a minimum, or earlier should the need arise.