

Contractor Sign In and Induction Record

Record not just that a contractor arrived but what they were told about your building before they started work.

Contractors on site — who they are, what they were briefed on, and that they signed for it.

RECORD WHAT THEY WERE TOLD, NOT JUST THAT THEY ARRIVED

The induction column is the point. A contractor sign-in that does not record what they were told about the building is a list of names. What your induction has to cover depends on the site and the law where you are — write your own points in and tick them off.

Site				Date	Site contact		Sheet
Time in	Name	Company	Work being done	Induction given	Permit no.	Time out	Signature

Points covered in the induction today

Signed off by

Date