

ISO 9001                      EN 1090  
 ISO 14001                  ISO 3834-2  
 OHSAS 18001              VCA  
 EFQM



**P-HRA-SPU-003**

## Clocking In & Out Procedure

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[This procedure is property of Smulders, Hoge Mauw 200 – B-2370 Arendonk]

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# 1 Introduction

Time and attendance is crucial within an organisation. Smulders Projects UK, hereinafter referred to as the Company, operates an electronic time and attendance clocking system and an electronic access control system, for which all workers will be given a badge to utilise and are required to follow this procedure. The systems allow for access control, fire register and evacuation systems. Clocking times are also used for payment processing for direct employees and agency workers.

## 2 Scope

This policy covers the Company's Newcastle (Wallsend) facility and applies to all workers who require access to site including employees of the Company, agency workers, contractors, sub-contractors and visitors that work at and/or come to site (collectively referred to as workers).

## 3 Stages of Clocking (step by step)

STAGE	ACTION	LOCATION	WHY?
1	<b>BADGE</b> will be scanned <u>before</u> entering the yard	Security Gate House	Access Control & Safety <i>You will not be permitted access to site if your badge does not scan satisfactorily.</i>
2	Press <F1> Scan <b>BADGE</b>	At the nearest terminal to your designated workplace, <b>Fully dressed for work (PPE)</b> <u>before</u> the start of the shift	To register your time onto the job & to ensure your time and attendance is correct for payment purposes.
3	a Press <F4>  b Scan <b>BADGE</b>  c Scan <b>Jacket Number</b> you are working on or Scan <b>Project Barcode</b> if you are working across areas  d Scan <b>Activity Code</b>	<u>After</u> you have received a toolbox talk and/or instructions At the nearest terminal to your designated workplace	To register your time onto the relevant area of the job.
5	Select <F2> Scan <b>BADGE</b>	At the nearest terminal to your designated workplace <b>Still fully dressed for work (PPE)</b> <u>after</u> the end of the shift	To register your time off the job & to ensure your time and attendance is correct for payment purposes.
6	<b>BADGE</b> will be scanned <u>After</u> leaving the yard	Security Gate House	Access Control & Safety <i>To confirm you have left site</i>

## 4 Important Notes

If you are leaving site for any reason, you must always clock out at the Security Gate House and back in when you return.

If you are leaving site for any reason, other than assigned work duties, you must also clock out at the nearest terminal to your work site and then again at the Security Gate House. You are required to clock in again upon your return.

You are not required to clock out for designated break and lunch times, except where you leave site during these times. Please note that clocking off at the end of the day will not scan you off the job. During the course of any working day step 1 through to step 5 must be completed.

All workers are reminded that all shift patterns operate with a 15 minute rounding, based on actual clocking times. Furthermore, there is no grace period within any shift patterns operated on site.

Shift patterns are set up based on agreed or contracted working hours - any additional hours will only be paid by exception, with prior approval from the appropriate supervisor or member of the Company management personnel.

Violations of this procedure may result in further action being taken against workers by the Company, as appropriate. Under no circumstances may a worker clock in or out for someone else. This type of violation may lead to formal action being taken up to and including terminating the contract (in line with the terms of a worker's contract).

## 5 Scanning Requirements

Personnel Type	How & Where		
	Security Scan Badge Gatehouse	F1 & F2 Badge Work place	F4 & F5 Badge Work place
Visitors	X		
Office Staff	X	X	
Foremen	X	X	X
Fork lift drivers, Tele-handler driver...	X	X	X
Scaffolders	X	X	X
Assemblers & Welders	X	X	X
Riggers	X	X	X
Stores	X	X	X
Sub-contractors	X	X	

For the purpose of the electronic clocking system, all new starters commencing employment or engagement at the Company site will be treated as a 'visitor'. The Company requires additional information from workers to assign them to the system, after commencement of employment or engagement. Once a worker is issued with their own assigned badge, they are required to follow the procedure, as set out in this document.

## 6 Other Documents

Other documents to be read in conjunction:

P-HSM-SPU-001  
P-HSM-SPU-011

Yard Agreement  
Code of Conduct