



# How to be a Smart Site!



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# How to be a Smart Site!

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Sites should require everyone working in a construction occupation to hold a card carrying the CSCS logo and they should be checking those cards regularly to ensure that they are genuine and in date.

A **Smart Site** knows that checking cards using CSCS Smart Check is the quickest, easiest, and most secure method.

This makes sure that everyone on site has the right qualifications and training for the job they do, making sites a safer place to work.

This guidance will help you to prepare your sites to check cards using CSCS Smart Check.

Begin by setting out your policy of card checking including what action you will take if a card is found to have expired, been cancelled or is fraudulent:

- ✓ **In your contracts**
- ✓ **With your supply chain**
- ✓ **On your projects**

You are checking that the card:

- ✓ **Is genuine**
- ✓ **Is in date**
- ✓ **Is being used by the person in the card profile photo**
- ✓ **Displays an appropriate qualification for the occupation of the person presenting the card**

# What is CSCS Smart Check?



CSCS Smart Check can be used to check almost all cards carrying the CSCS logo including those with a chip or contactless symbol, a QR code, virtual cards stored on a mobile phone and cards which are not yet smart.

## Free to download on



### iPhone / IOS

CSCS Smart check is compatible with the iPhone 6S model onwards.



### Android

CSCS Smart Check is compatible with any Android phone that has NFC capabilities.

## Cards not currently using CSCS Smart Check

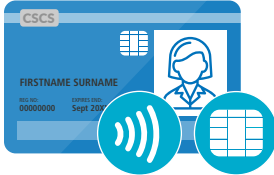
The following card schemes are in the process of moving over to CSCS Smart Check:

Card Scheme	How to check a card
ACE	Call 01923 260000
CSWIP	Call 01223 899 000
ICATS	Visit <a href="#">ICATS Card Checker</a>
LEEA	Visit <a href="#">LEEA website</a>



# Using CSCS Smart Check

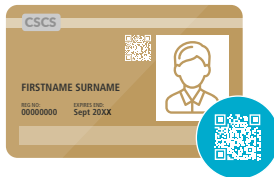
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## To read a physical SmartCard that has a chip or is contactless:

- Select Contactless on the homepage
- Hold the card against the back of the device
- The cardholder's photograph, training and qualifications will appear on screen.

*\* Android users must ensure that Near Field Communication (NFC) is activated via the System Settings on the device.*



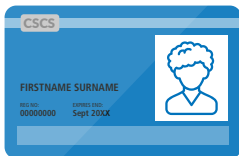
## To read a physical SmartCard with a QR code:

- Select QR code on the homepage and the app will open the camera.
- Focus the camera on the QR code displayed on the card
- The cardholder's photograph, training and qualifications will appear on screen.



## To read a virtual card with a QR code:

- Select QR code on the homepage and the app will open the camera
- Have the cardholder open the virtual card on their device
- Focus the camera on the QR code displayed on the device
- The cardholder's photograph, training and qualifications will appear on the screen.



## To read a card which is not yet smart:

- Select manual on the homepage
- Select the relevant card scheme from the drop-down menu
- Enter the card number and, depending on the card scheme, the surname of the cardholder
- Click verify.

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## Using existing Smart Site access systems:

The CSCS Smart Check app will initially function as a standalone application and will not be compatible with existing site entry systems such as turnstiles and desktop card readers.

Employers can continue to use existing systems if they wish to, and we expect CSCS Smart Check to become compatible with existing access systems in due course.

## Expired and damaged Cards

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Expired or damaged cards will not display on CSCS Smart Check.

If you encounter an expired or damaged card, return the card to the cardholder and request that they contact the relevant card scheme to arrange a replacement card. Access to site for a worker without a valid card should be in accordance with the site or company policy.

## Fraudulently obtained Cards

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If a card fails to pass the checks and is suspected to be fraudulent, then a Smart Site will not allow the cardholder to access the site and you should follow the steps below:

1. Retain the card if possible
2. Make photocopies or take photos of the front and back of the card
3. Record the cardholder's name and address
4. Ask the cardholder where the card was obtained from
5. Select 'Report suspected fraudulent card'
6. Select the relevant scheme and attach images of both the front and the back of the card
7. Fill out the required information and submit the form.

Card schemes displaying the CSCS logo take the issue of fraudulently obtained cards extremely seriously. Fraudulently obtained cards enable unqualified workers to gain access to construction sites where they may be a risk to themselves and others working alongside them.

## Workers without Cards

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All construction workers should hold the relevant card to access a construction site.

CSCS does not issue cards for non-construction related occupations. This means some workers will be arriving on site without a card. It is the responsibility of site managers to induct non-construction related workers and escort them where appropriate so they can carry out their work safely on site.

For further information visit  
[www.cscs.uk.com/smartcheck](http://www.cscs.uk.com/smartcheck)