



# 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.

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.

A **Smart Site** knows that checking cards by using Smart Technology is quicker, easier, and more secure than any other method of card checking.

This guidance will help you to prepare your site to check cards using Smart Technology, as well as show you the best ways to check cards which are not yet compatible with Smart Technology.

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 fake:

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

You are checking that the card:

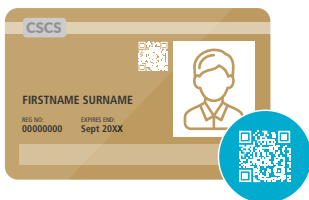
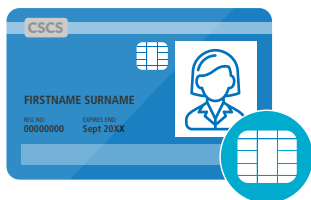
- ✓ **Is genuine**
- ✓ **Is in date**
- ✓ **Is being used by the person in the card profile photo**
- ✓ **Displays the correct occupation of the person presenting the card**

# Smart Technology



**Smart Technology is the quickest and easiest way to check cards**

Most cards carrying the CSCS logo are SmartCards, so can be read using Smart Technology. You will see a chip or QR code on these cards, or a contactless symbol if a chip is not visible. You may also be presented with a virtual card, which is stored on a mobile phone. These are also Smart and display a QR code that can be checked using Smart Technology.

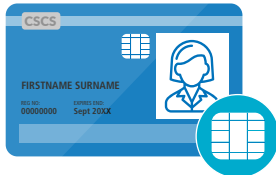


Use the table below to identify the Smart Technology required to check a card.

| Smart Technology available  |                            |
|---|----------------------------|
| Card Scheme   | Smart technology available |
| ACAD, ARMI, CCDO, CSCS, FASET, FISS/LANTRA, GEA, LISS, PHMES, SICCS, SKILLcard, TICA & TTM/LANTRA | <a href="#">Go Smart</a>   |
| ECS   | <a href="#">ECS Check</a>  |
| IPAF  | <a href="#">Smart PAL</a>  |
| CISRS & CPCS  | <a href="#">NFC</a>        |
| Cellar Service Installation and Maintenance Card, NPORS, Q-Card & Trainthepainter                 | QR Code                    |

# SmartCards

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## To read a SmartCard with a chip:

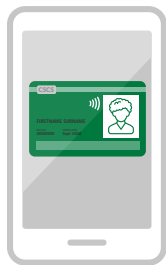
- Open the relevant app on the device you are using to read the card\*
- Hold the SmartCard against the back of your device (or on a SmartCard reader if using a PC) and the card will be displayed.

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



## To read a SmartCard with a QR code:

- Open the relevant app on the device you are using to read the card
- Alternatively, open the QR code scanning programme for your device
- Focus the camera on the QR code and the card will be displayed on the screen.



## To read a virtual card:

- Have the card holder open the virtual card's QR code on their device
- Open the relevant app on the device you are using to read the virtual card
- Alternatively, open the QR code scanning programme for your device
- Focus the camera on the QR code and the card will be displayed on the screen.

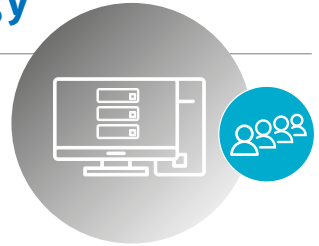


## To read a card using a Smart Site access machine:

- Press the SmartCard or QR code against the reading surface of the site access machine.

# Cards Without Smart Technology

Some cards cannot be checked yet using Smart Technology. Cards issued by the following card schemes can be checked via an online register.



| Card Scheme | Register                                       |
|-------------|--|
| ADIA        | <a href="#"><u>ADIA Card Verification</u></a>  |
| ALLMI       | <a href="#"><u>ALLMI Card Verification</u></a> |
| CISRS       | <a href="#"><u>CITB Card Checker</u></a>       |
| CPCS        | <a href="#"><u>CITB Card Checker</u></a>       |
| CSR NI      | <a href="#"><u>CSR Card Checker</u></a>        |
| DSA         | <a href="#"><u>DSA Card Checker</u></a>        |
| ICATS       | <a href="#"><u>ICATS Card Checker</u></a>      |
| PASMA       | <a href="#"><u>PASMA Card Checker</u></a>      |
| TEAM        | <a href="#"><u>LEEA card verification</u></a>  |

To check a card using an online register:

- Open the online register for the card you have been presented with
- Enter the card details requested by the register.

A number of the card schemes listed above also have SmartCard capabilities. As existing cards expire they will be replaced with a SmartCard.

Visit [www.cscs.uk.com/cardchecking](http://www.cscs.uk.com/cardchecking) to view the card checking options for each card scheme.

# Cards Without Smart Technology

Cards issued by the following schemes can only be checked by calling the card scheme that issues the card and verifying the details over the phone.



| Card Scheme    | Contact number |
|----------------|----------------|
| ADSA           | 01827 216 136  |
| ACE            | 01923 260 000  |
| CSWIP          | 01223 899 000  |
| ECS (Scotland) | 01314 459 216  |
| EUSR           | 08450 779 922  |
| IExpE          | 01785 594 136  |
| MPQC           | 01159 835 755  |
| SAFed          | 02075 823 208  |
| SEIRS          | 01543 278 489  |
| SNIJIB         | 01315 241 225  |

## Fake Cards

If a card fails to pass the checks and is suspected to be a fake, 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. Send these details by email or post to the card scheme listed on the card.

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

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