



# Induct & Train

# Digital Inductions & Training

## Contractor Induction

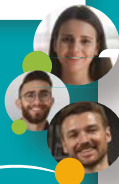
<input type="checkbox"/>	Company Health & Safety Policy
<input type="checkbox"/>	Working at Height
<input type="checkbox"/>	Site Rules 2024
<input type="checkbox"/>	Contractor Safety



Expired: Deny Entry

## New Starter Induction

<input type="checkbox"/>	Company Health & Safety Policy
<input type="checkbox"/>	Company Rules
<input type="checkbox"/>	IT & System Training
<input type="checkbox"/>	Product Training

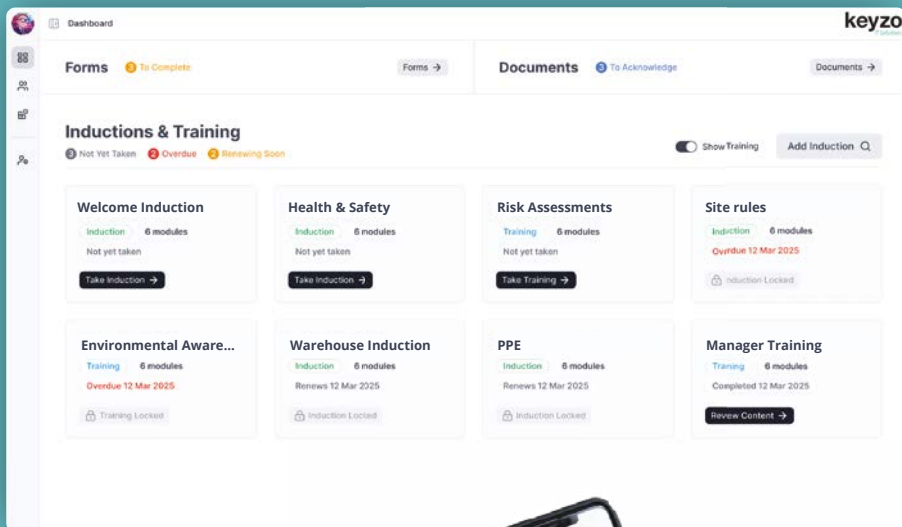


Induction in progress

# Online inductions for **all** personnel

Issue inductions and provide access to training material online. Give personnel the opportunity to review essential training before their arrival on site.

Easily upload content and arrange into modules and inductions. Adjust how long inductions are valid for and have your refresher training automatically distributed at the right time.



# Streamline your site access and automate training



## Auto assign inductions

Create workflows to auto-assign tailored inductions for each user, simplifying site training.

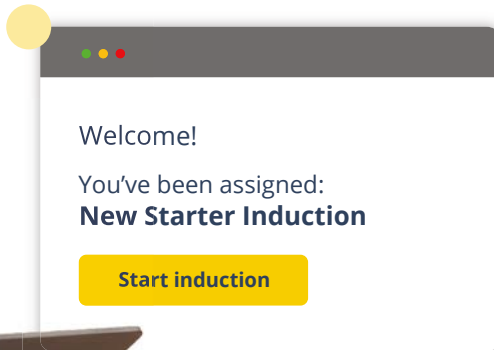
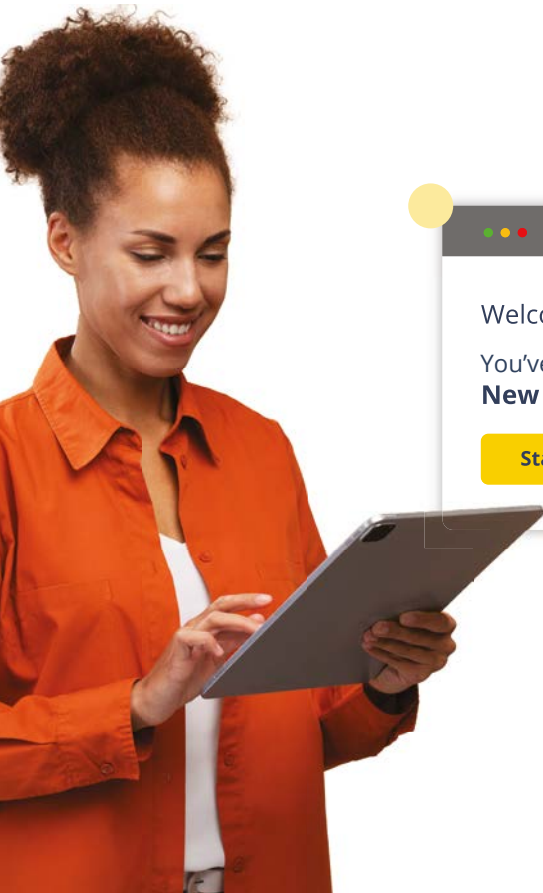
## Request the right documents

Collect role-specific information upon registration, such as CSCS validation, certifications, insurance, qualifications and more.

# Induct people **before** **they arrive on site**

## Cross platform

Optimised for use on any device or platform, giving equal access to those with different technology.



## Accessibility

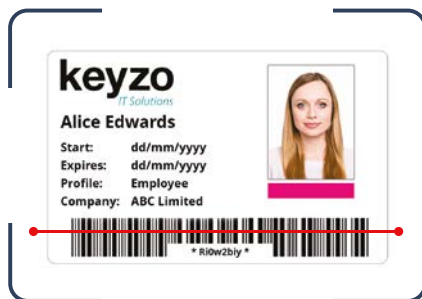
Uploads like videos are automatically compressed to accommodate signal and device- friendly learning for those in remote areas or with older devices.

# Stay informed of site activity

## Clock-in and out

Clock in and out of site with unique employee cards.

Cards are linked to user training, helping you maintain site compliance by flagging those with expired training.



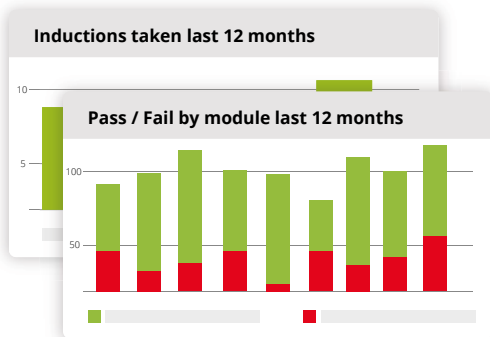
Time	Date	In/Out
08:57	29/04/24	Sign in
07:49	29/04/24	Sign in
07:43	29/04/24	Sign in
07:09	29/04/24	Sign in
17:51	28/04/24	Sign out
17:38	28/04/24	Sign out

## View site activity

View all activity across all site locations.

Easily see who's currently on site, create an audit list, or check the number of hours worked.

# Harness induction and training **insights**



## Downloadable Reports

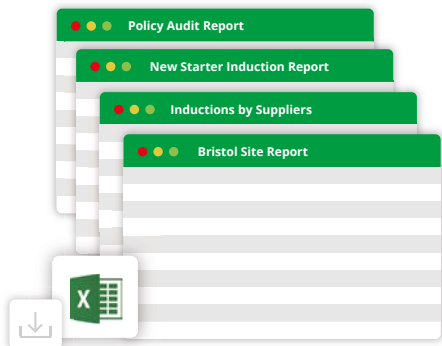
All data stored in Induct & Train is exportable to support auditing.

View reports by induction, user, sites, companies, department, documents and more.

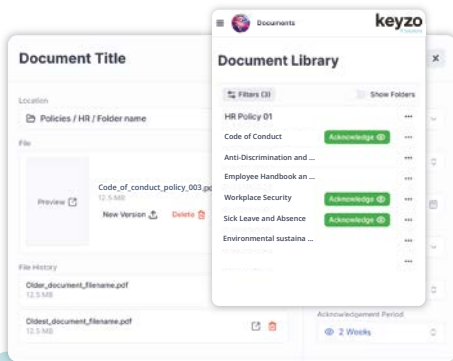
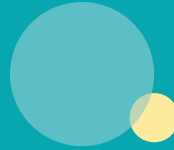
## Dashboard

Keep a pulse check on all of your inductions and training via the dashboard.

Explore company-wide metrics such as total pass/fails or commonly failed questions.



# Document management and forms



## DocsHub

Store all of your important documents in one place.

Link documents to job roles or locations and automatically issue them to those who match.

## Custom Forms

Create, send and track digital forms.

**Live forms:** 24/7 Access to important forms, like incident reports.

**Assigned Forms:** Manually issue forms on a need-to-know basis.

**Potential data breach incident report**

Please use this to make an internal request to report a potential data breach or security incident.

Requester (Select name, Location and User Rights)  Title of incident  Date of incident

Department (Select name and user rights)  Department (Select name and user rights)

**Summary of incident:**

Please select a full description of the incident

Please select any actions that you have already taken

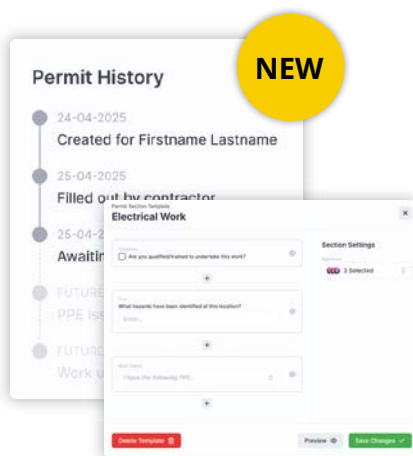
Please upload any files that are relevant

# Custom workflows made simple

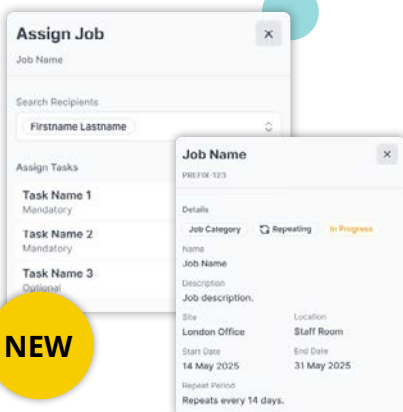
## ePermit to Work

Create custom work permits, track statuses, and attach forms and photos all in one place.

- ✓ Auto flag expired permits
- ✓ Link related competencies
- ✓ Timestamped for compliance



The image displays the 'ePermit to Work' interface. On the left, a 'Permit History' list shows entries with dates and statuses: 'Created for Firstname Lastname' (24-04-2025), 'Filled out by contractor' (25-04-2025), 'Awaiting' (25-04-2025), 'FUTURE' (PPE is), and 'FUTURE' (Work is). A yellow 'NEW' badge is in the top right. Overlaid on the right is a form for 'Electrical Work'. The form includes a 'Section Settings' sidebar with '3 Selected' items. The main form has fields for 'Are you qualified/trained to undertake this work?', 'What hazards have been identified at this location?', and 'Is it safe to proceed following HSE?'. At the bottom are buttons for 'Create Template', 'Preview', and 'Save Changes'.



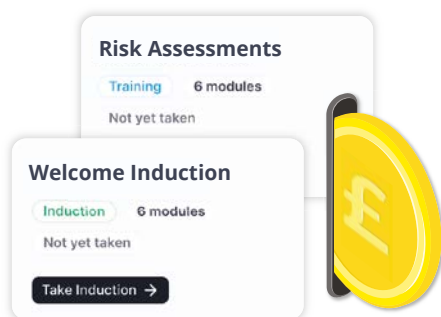
The image shows the 'Assign Job' and 'Job Name' interfaces. The 'Assign Job' window on the left has a 'Job Name' field, a 'Search Recipients' field with 'Firstname Lastname' entered, and a list of 'Assign Tasks' including 'Task Name 1' (Mandatory), 'Task Name 2' (Mandatory), and 'Task Name 3' (Optional). A yellow 'NEW' badge is in the bottom left. The 'Job Name' window on the right shows details for 'PREFIX-123', including 'Job Category', 'Repeating' status, 'In Progress' status, 'Name', 'Job Name', 'Description', 'Job description', 'Site' (London Office), 'Location' (Staff Room), 'Start Date' (14 May 2025), 'End Date' (31 May 2025), 'Repeat Period' (Repeats every 14 days), and 'Repeats every 14 days'.

## Jobs

Create and assign jobs, monitor progress and maintain visibility across your workforce. With real-time updates, checklists and photo uploads, the Jobs module keeps tasks organised, accountable and compliant.



# Branded for you, built for flexibility



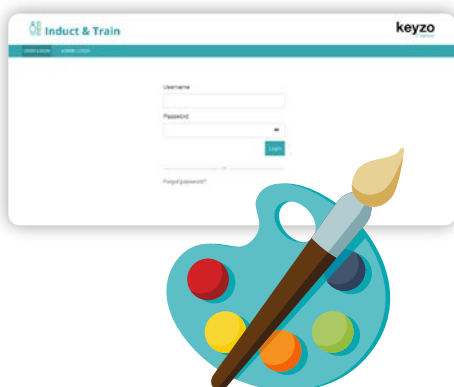
## Induct & Go

A lightweight, pay-as-you-go solution for business that need to induct temporary, seasonal or irregular workers quickly and safely.

- ✓ Fast & simple inductions
- ✓ Essential reports

## Make it your own

Our custom branding option allows you to match your organisation's visual identity, creating a seamless experience that reflects your culture and keeps every learner instantly engaged.



# System safety and data security



Our infrastructure is secure and monitored 24/7, encrypted to secure traffic, and spread across two geographically separate data centres.

We are certified and maintain the standards of ISO 27001 and ISO 9001.

**AWS are also certified and comply with:**

- SOC 1/ISAE 3402, SOC 2, SOC 3
- FISMA, DIACAP, and FedRAMP
- PCI DSS Level 1
- ISO 9001, ISO 27001, ISO 2708



# All system additions



## Job Roles

Creation and allocation of role-based workflows.

## On-Site

Track users on and off site, full audit logs, live data and reporting.

## Notifications & alerts

Stay informed of urgent matters and manage tasks.

## Red & Yellow Card Flagging

Maintain records of misconduct for users.

## Security Desk

An induction register that displays induction status and info.

## Jobs

Create jobs and allocate them to users, e.g. a task for a contractor.

## Hosts / Visitors

Assign guests to hosts so security can inform the host of their arrival.

## Companies Plus

Manage contractor companies by creating profiles and logging files.

## DocsHub

Central library to manage and version control all your documents.

## Self-Serve

Users can register themselves onto the system via a link.

## Sites

Create site-specific information.

## Quick Scan

Sign into site using digital identity/QR code.

## Departments

Allows you to categorise users by department.

## Multi-Profile

Users can have multiple inductions added to their account.

## Forms

Create custom forms for users to complete.

## ePermit to Work

Create custom ePermits and attach all related competencies.

## Branding

Customise your space with brand colours and logos.

## Induct & Go


Pay-as-you-go credit based inductions for seasonal work, agencies and more.

# Your support, our priority.



## Empowering businesses since 2009

At Keyzo, we partner with you to understand your unique challenges and deliver reliable solutions tailored to your needs. Count on us to help you do more, every step of the way.

	 <b>Induct &amp; Train</b>	<b>Alternatives</b>
99.95% up time guarantee	✓	✗
Regular feature releases	✓	SOME
Job role based work flows	✓	✗
On-call 24/7 tech support	✓	✗
Dedicated success manager	✓	✗
Signal-friendly learning	✓	✗



**On-call 24/7  
tech support**  
[www.keyzo.co.uk](http://www.keyzo.co.uk)



"By using keyzo we have smoother onboarding"



"Easy to use, clear concise reports"



## Trusted by



**Helped identify contractor companies who are not SHE approved.**

Derek Millar | dsm-firmenich

## Get in touch

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