

HEAD OFFICE DATABASE **HOD**

The **HEAD OFFICE DATABASE (HOD)** allows organisations of all sizes with remote sites to hold a central register of worker details. New worker records can be subscribed to the HOD allowing this information to be accessed at a later date by other sites.

The HOD builds into a comprehensive central register of worker records including personnel details, CSCS details, training records, accidents, penalties and qualifications. When workers are site inducted their records can be downloaded from the HOD if they already exist. This includes NI number, payroll number, personal details, and reference photograph. It also allows the transfer of information generated by checks on HOD records – for example:

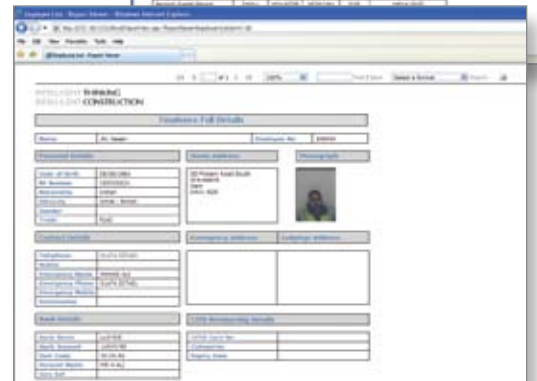
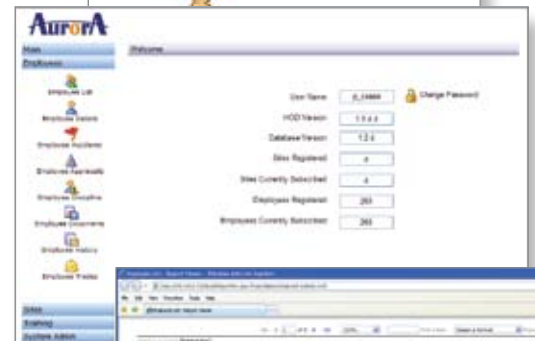
“This employee was sacked from one of our sites just a few days ago, has an invalid NI number or appears to have several aliases”.

If the person has never worked for the company, the new site record will automatically be appended to the central HOD. The HOD can also be utilised to keep records of companies and labour used on past projects, where searches can later be carried out to resource new projects in similar geographical locations.

Features and Benefits of the **HOD**

- ✓ Allows individual sites to interrogate a central register of workers' details.
- ✓ Checks can be made to ensure workers have not been banned from other sites.
- ✓ Confirms workers are not using aliases.
- ✓ Central record of training, skills & qualifications.

Used by some of the larger construction companies in the UK and Middle East; the **HOD** is designed to transfer accurate employee records into tactical planning and management information.



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