VISITOR REGISTER

Every visitor signs in and out.

Gate	Date	Security on duty	Register page

Sr.	Visitor name	Company	Mobile	Persons	Purpose	Host	ID, last 4	Vehicle no.	Carried in	In	Out	Badge	Briefed	Sign
Total visitors														

For visitors

Wear your badge at all times and return it when you leave. Stay with your host. Safety shoes and glasses are required beyond the yellow line on the shop floor. Photography is not allowed without permission. In an emergency, go to assembly point A with your host. Your details are used only for security and safety, and kept for 90 days.

Security supervisor

Checked by (admin), end of day