Visitor Sign-In Sheet

A single-day record of everyone who visits your premises. Print one per day and keep it at reception or the front entrance.

ORGANISATION

DATE

Location and date

SITE / BUILDING

RECEPTION OR ENTRY POINT

DATE

> Ask every visitor to complete a row on arrival and sign out when they leave. Anyone still signed in at the end of each day should be followed up, since an incomplete sheet is unusable as an evacuation roll call.

Visitor record

VISITOR NAME	COMPANY	VISITING (HOST)	PURPOSE	TIME IN	TIME OUT	PASS NO.

VISITOR NAME	COMPANY	VISITING (HOST)	PURPOSE	TIME IN	TIME OUT	PASS NO.

Visitor conditions of entry

Amend these to match your own site rules before printing.

- [ ] Visitors must be accompanied by their host at all times outside reception
- [ ] Visitor passes must be worn visibly and returned to reception on departure
- [ ] On hearing the alarm, follow your host to the nominated assembly point
- [ ] Photography and recording are not permitted without prior approval

Completed and checked at end of day by:

SIGNATURE | PRINT NAME | DATE