[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Visitor Register

Maintaining a complete visitor record for security and safety: name, company, host, arrival, and departure.

Day details

Register date: _____ Receptionist: _____

Restricted areas: _____

Sign-in Keep this register out of public view and file it securely at day end.

Visitor	Company	ID checked?	Host	Purpose of visit	Badge no.	Arrival time	Signed in by

Sign-out

Visitor	Departure time	Signature	Badge returned	Badge issued by

Completion

[ ] Every visitor has a name, company, host, and purpose recorded.

[ ] Badges are issued and returned, with numbers logged both ways.

[ ] No visitor entered [Restricted areas], and the register is filed at day end.

Document: Visitor Register Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____