Visitor sign-in sheet

Please sign in when you arrive and sign out when you leave. If the fire alarm sounds, follow your host or reception to the assembly point and do not leave until you have been accounted for.

Site or building:	**Reception phone:**	**Week beginning:**

Date	Visitor name	Company or organisation	Visiting (host)	Car registration	Badge no.	Time in	Time out	Signature

Your information: we record your visit for site security and so we know who is on site in an emergency. We keep this sheet for _____ months, then destroy it securely. Ask reception if you would like to know more. Reception: keep completed sheets out of sight of other visitors.