

Visitor Sign-In and Site Attendance Book

Know who is on the premises at any moment, and be able to take that answer to the assembly point as a single sheet of paper.

A day of visitors on one page: who came in, who they came to see, when they left and whether the badge came back. Print a stack and start a fresh page each day.

WHY THIS IS A PAGE A DAY, NOT A BOOK

This is one page per day, and that is the design. A bound book left open on a reception desk shows every previous visitor's name, employer and vehicle to whoever signs in next; a loose page can be turned face down, carried to the assembly point and filed at the end of the day. What a premises may record about a visitor, and how long it may keep it, differs by country — check what applies where you are.

Premises or site

Date

Page held by

Sheet no.

Assembly point

First aider on site

Fire warden on site

VISITORS in on arrival, out on leaving — including people everybody knows

Visitor name	Organisation	Here to see	Vehicle reg.	In	Out	Badge no.	Back	Brief	Signature
print it				time	time	issued	Y / N	Y / N	