

VISITOR BOOK & FIRE REGISTER

DATE	VISITOR'S NAME	HOST NAME	VISITOR'S COMPANY	VEH. REG.	SIGNATURE	♿	TIME IN	PASS NO.	TIME OUT	PASS RETURNED?
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NOTES:

PLEASE RETURN YOUR PASS TO RECEPTION ON DEPARTURE

IMPORTANT INFORMATION FOR ALL VISITORS

The data captured in The Visitor Book & Fire Register is maintained in the interest of your safety and well-being and your attention to the following is kindly requested.

GDPR: The data captured here is for the purpose of legal compliance with Health & Safety legislation and with legitimate interest for ensuring the site's safety & security. The data is not further processed and it is stored securely for no longer than necessary.

Please complete all required details on the next available pass and wear the pass visibly throughout your stay.

Please familiarise yourself with the notes on the pass, as your signature indicates that they have been read and understood.

Please note that you have a duty to act in a safe manner at all times. If you see something which does not appear safe, please report it to your host.

Contractors must not commence work until they have reported to their host and ensured that any necessary Permit to Work documentation is completed.

All Visitors and Contractors must return their pass to the point of issue on departing the premises at any time. This is to ensure we maintain an accurate and up-to-date Fire Register.

THANK YOU FOR YOUR CO-OPERATION

From Date

To Date